



FULL TIME POSITION:

DIRECTOR OF LEGISLATIVE AFFAIRS, EXECUTIVE OFFICE

Agency Description:

The New York City Department of Small Business Services (SBS) is a vibrant, client-centered agency whose mission is to serve New York's small businesses, jobseekers and commercial districts. SBS makes it easier for companies in New York City to start, operate, and expand by providing direct assistance to business owners, supporting commercial districts, promoting financial and economic opportunity among minority- and women-owned businesses, preparing New Yorkers for jobs, and linking employers with a skilled and qualified workforce. SBS continues to reach for higher professional standards through innovative systems, new approaches to government, and a strong focus on its employees.

Job Description:

The Director of Legislative Affairs will report to the Senior Advisor for Strategic Initiatives and will oversee State, City and Federal legislation that impacts small businesses, workforce development, commercial revitalization and women and minority owned business enterprises. Working as part of the Executive Office team, primary responsibilities will include researching and analyzing legislative and policy issues; drafting policy memos, briefs, reports and recommendations; assisting in preparation for legislative hearings, including drafting written testimony and Q&A; developing responses to inquiries from elected officials; coordinating agency efforts with relevant elected officials; project management of initiatives at the direction of the Senior Advisory for Strategic Initiatives.

Preferred Skills:

- Great attention to detail
- Ability to work well in a team environment
- Strong work ethic and organization skills
- Effective and creative problem solver
- Outstanding communication and writing skills

Qualifications:

1. A baccalaureate degree from an accredited college and 5 years of full-time paid experience acquired within the last fifteen years, of advisory or administrative experience including handling of business promotion or economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning.
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How to Apply:

To apply, **please email** your resume and cover letter including the following subject line:

Director of Legislative Affairs to: careers@sbs.nyc.gov

ALSO APPLY:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for Job Title: **Director of Legislative Affairs**

All Other Applicants: Go to www.nyc.gov/careers search for Job Title: **Director of Legislative Affairs**

Salary: \$70,000 - \$75,000

NOTE: Only those candidates under consideration will be contacted.

The Department of Small Business Services and the City of New York is an equal opportunity employer. Auxiliary aids and services are available upon request to individuals with disabilities.



NYC residency is required within 90 days of appointment (does not apply to all positions)

If you do not have access to email, mail your cover letter & resume to:
NYC Department of Small Business Services
Human Resources Unit
110 William Street, 7th Floor
New York, New York 10038