

FULL TIME POSITION:

Director, Policy and Planning

Division of Business Acceleration

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.

The Division of Business Acceleration is a Division of SBS that provides a variety of services directly to individual business owners to help them open, operate and recover from disasters. The Policy and Planning Unit of the Division works to make changes to the overall regulatory environment to help the small business community.

Job Description:

The Policy and Planning Unit developed and manages Small Business First, a Mayoral initiative that seeks to improve the regulatory environment for businesses while ensuring compliance with City regulations. Small Business First will save business owners time, money, and hassle and increase their satisfaction with City services. The initiative includes 30 commitments being implemented Citywide across more than 10 City agencies. Learn more at www.nyc.gov/smallbizfirst.

The Director, reporting to the Assistant Commissioner of Policy and Planning, will provide a leadership role in implementing Small Business First and developing new policy initiatives. Examples of select key projects: reviewing City laws and rules in order to repeal or modify unnecessarily complex or obsolete regulations, working with multiple City agencies to streamline areas of operation that are duplicative or overlapping, and increasing City agencies' abilities to ensure quality customer service to customers.

Responsibilities will include:

- Managing multi-agency projects from inception to implementation, using creative problem and strategic thinking to ensure success
- Analyzing current laws, policies and processes and developing necessary revisions
- Creating reports and presentations for internal and external use
- Researching best practices and developing recommendations for new policy
- Overseeing Policy and Planning staff and consultants
- Working with diverse staff from a wide variety of City agencies and industry and community organizations
- Representing the Assistant Commissioner with internal and external stakeholders

Preferred Skills and Qualifications:

- A graduate degree in law, public policy, public administration, or a closely related field.
- Proven ability to manage multiple projects with multiple stakeholders, perform under pressure, and respond to tight deadlines.
- The ability to combine attention to detail with a clear understanding of the big picture.
- Excellent creative and strategic thinking, problem solving, and research abilities.
- The ability to communicate effectively verbally and in writing, with a diverse array of internal and external stakeholders.
- Proficient with Microsoft Office applications, including Excel and PowerPoint. Familiarity with Visio preferred.
- Knowledge of regulatory processes is preferred, but not required.



Qualifications:

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.

How to Apply:

To apply for this position, please email your resume and cover letter including the following subject line: Director, Policy and Planning to: careers@sbs.nyc.gov

ALSO:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for **Job ID: 225827**

All Other Applicants: Go to www.nyc.gov/careers search for **Job ID: 225827**

Salary range for this position is: \$70,000 - \$85,000 per year

Salary: Commensurate with Experience

NOTE: Only those candidates under consideration will be contacted.

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
New York, New York 10038