

FULL TIME POSITION:

Director of Strategy and Analytics Division of Economic and Financial Opportunity

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 Division of Economic and Financial Opportunity (DEFO or Division) is committed to encouraging a competitive and diverse New York City business environment by promoting the growth and success of small businesses, with special emphasis on historically underserved groups, and ensuring their meaningful participation in the government procurement process.

DEFO is seeking a Director of Strategy and Analytics to supervise data and program analysts, and manage DEFO's datasets, analysis and reporting. In addition, the Director will support senior managers of the Division in implementing strategic projects, including the citywide M/WBE Disparity Study. This position will report to the Executive Director of Strategy and Analytics.

Specific Responsibilities:

- Performance and compliance reporting
 - Manage production of quarterly M/WBE Program reports and agency performance analysis as mandated by relevant laws, in collaboration with the Mayor's Office of Contract Services (MOCS).
 - Manage Division's submissions for the Mayor's Management Report (MMR).
 - Support program leaders with producing compliance, performance and productivity reports.
 - Coordinate internal and external data requests and analysis.
- Data management
 - Ensure integrity of data generated internally in the Division and collected from outside sources.
 - Oversee exports of contact data from the City Financial Management System (FMS), through collaboration with MOCS and NYC Financial Information Services Agency (FISA).
 - Manage M/WBE data validation and reconciliation for the Division's certification management system (Ctrack-1), the Online Directory of certified firms, CRM on Demand and the FMS.
- Strategic analysis
 - Support senior agency and other City leaders in managing the consultant conducting the citywide M/WBE Disparity Study.
 - Coordinate strategic and operating planning for the Division's units, and assist program leaders in setting goals and developing new programming and initiatives
 - Manage goal setting for the Division's metrics in the MMR.
 - Assist with special projects as needed.
- Communications
 - Serve as liaison between Division and agency's Communications unit, including coordinating with Marketing unit
 - Collaborate to develop content for reports, talking points, press releases, and public hearing testimony

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.

Preferred Skills:

- At least three years of satisfactory professional experience in a research and / or analytical role;
- Experience in managing staff;
- Advanced degree (MPA / MBA with a policy focus preferred);
- Intermediate skills in MS Excel (e.g. pivot tables, VLOOKUP function, descriptive statistics);
- Proficiency in MS Access (creating queries);
- Familiarity with SPSS, SAS, R or other statistical analysis software;
- Experience in creating presentations of analytical findings and calculations in MS Power Point;
- Experience with identifying, analyzing and interpreting data trends, and preparing reports;
- Well-developed ability to distil complex information into its essential components and concepts;
- Capable of working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Outstanding writing, presentation, and communications skills; ability to communicate efficiently and comfortably with executive staff;
- Excellent project management skills including planning, implementation and follow-through;
- Familiarity with New York City's procurement process is a plus.

Qualifications:

1. A baccalaureate degree from an accredited college and four years of satisfactory full-time professional experience in one or more of the following fields: business administration, marketing, public relations, journalism, law, public market operations, government contracting, urban planning, finance or grant administration, at least 18 months of which must have been in an administrative, managerial or executive capacity or in supervising personnel performing professional duties in one or more of the fields noted above; or

2. Education and/or experience equivalent to that described in "1" above. However all candidates must have the 18 months of supervisory, administrative, managerial or executive experience as described in "1" above.

How to Apply:

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

Director of Strategy and Analytics to: careers@sbs.nyc.gov

Also Apply:

City Employees: Apply through Employee Self Service (ESS) at www.nyc.gov/ess search for **Job ID # 234863**

All Other Applicants: Go to www.nyc.gov/careers search by agency Small Business Services and search for **Job ID # 234863**

Salary range for this position is: \$65,000-\$72,000 per year.

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