



## Full Time Position: Senior Project Manager Innovation & Strategy Unit

### **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 Innovation and Strategy team, which works closely with the Commissioner's office, is responsible for guiding projects related to economic growth in New York City. Projects may focus on innovation, entrepreneurship and business support, talent development, neighborhood development and other relevant issues.

The Senior Project Manager has a range of responsibilities in support of the above including structuring and coordinating project analysis and teams, often involving various stakeholders; managing project managers; developing project work plans; conducting interviews and other research, financial and other quantitative analysis; creating and communicating presentations to stakeholders; and developing internal and city-wide recommendations. Projects may focus on city-wide policy, business and workforce needs, and other relevant issues.

- Leverage general problem-solving skills to identify key issues/questions at the beginning of a project and develop an appropriate work plan, including project scope, timelines, specific analyses to be completed, and determining individual responsibilities
- Coordinate work of departmental, cross-departmental or cross-agency teams to ensure project objectives are achieved and timelines are met
- Conduct or manage research, financial modeling, data gathering and analysis, and expert interviews
- Develop policy recommendations as required by the specific project and create and deliver PowerPoint presentations that effectively communicate key project background, analysis, findings, and recommendations to various audiences (e.g., senior SBS staff, City Hall staff, partner agencies, external stakeholders)

### **PREFERRED SKILLS:**

- Advanced degree (MBA or MPA, with a strategy or policy focus) preferred
- 2-3 years of management consulting, strategic planning, or equivalent experience in a demanding analytical environment.
- Strong command of MS Office, including PowerPoint, Excel, and Word
- Strong written and oral communications and presentation skills
- Strong quantitative and problem-solving skills, comfort building financial models, and skill working with data sets
- Project management and analysis experience; ability to guide and manage projects against tight timelines, and work well in teams
- Ability to look at the big picture and search for insightful, creative solutions
- Ability to prioritize among competing needs and opportunities and manage multiple projects at the same time
- Enterprising and resourceful, organized and results-oriented; self-starter and team player
- Energetic, pro-active, collaborative and strategic

**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.**



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- Demonstrated interest or experience in economic development, urban infrastructure, real estate, and/or public policy issues a plus
- Comfortable interfacing with senior management and stakeholders

### **QUALIFICATIONS:**

1. A master's degree from an accredited college in human resources management, economics, business or public administration, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, social work, human resources development, political science, or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: recruitment, management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area. OR

2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

To apply, **please email** your resume and cover letter including the following subject line: **Senior Project Manager to: careers@sbs.nyc.gov**

**NOTE:** ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Salary \$55,000-65,000

### **NYC RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT**

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