

FULL TIME POSITION:

Program Analyst, Strategy and Analytics Unit 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 (the 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.

The Division is seeking a **Program Analyst** for the Strategy and Analytics unit to manage a new citywide Disparity Study that will provide a continued legal foundation for the NYC Minority- and Women-owned Business Enterprise (M/WBE) Program, as well as any future updates of the results of such Disparity Study. The successful candidate will also be expected to perform other duties related to policy analysis, strategic and operational planning. This position will report to the Director of Strategy and Analytics.

Specific Responsibilities:

- Disparity Study:
 - Familiarize oneself with details of the background and objectives for the Disparity Study; become subject matter expert in order to make recommendations to senior staff.
 - Provide administrative and organizational support to senior staff; organize and maintain project documentation.
 - Manage internal and external project communications, schedule meetings as needed and maintain meeting notes.
 - Serve as a liaison with the selected vendor, and manage responses to vendor's requests in a timely manner.
 - Request and process as needed updates from the vendor on project development. Report progress to senior staff in an efficient manner and escalate issues when necessary.
 - Track and maintain project timeline, and ensure project milestones and deliverables are met in accordance with the project schedule and scope of work.
 - Support senior staff in processing findings of the Study, and provide relevant policy recommendations.
- Other Duties:
 - Initiate and manage research projects for the Division.
 - Support Director of Strategy and Analytics and senior Division staff in designing and revamping services to businesses, to build their capacity and help them access government procurement.
 - Prepare presentations, correspondence, reports and memoranda.
 - Assist with special projects as needed.

Preferred Skills:

- At least three years of satisfactory professional experience in a research and / or analytical role;
- Strong quantitative and qualitative analysis skills, and attention to detail;
- Quick learner with a demonstrated interest in policy analysis;
- Outstanding writing, presentation, and communications skills; ability to communicate efficiently and comfortably with executive staff;
- Strong project management and organizational skills with the expertise to manage projects involving diverse stakeholders;
- Comfort working in a fast-paced environment, managing multiple projects simultaneously, and prioritizing assignments;
- Must be able to work both independently and collaboratively in a team environment;
- Advanced degree (MPA / MBA with a policy focus preferred);
- Familiarity with New York City's procurement process is a plus; and
- Experience managing a vendor is a plus.

Qualifications:

1. A baccalaureate degree from an accredited college and six months of full-time, satisfactory professional, technical, or administrative experience in one or more of the following fields: human rights, affirmative action planning/administration, position classification, or labor law; or
 2. A four year high school diploma or its educational equivalent and four years of full-time satisfactory professional, technical, or administrative experience in one or more of the fields mentioned in "1" above
-

How to Apply:

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

Program Analyst to: careers@sbs.nyc.gov

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

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

Salary range for this position is: \$60,000-\$65,000 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