



CURRENT VACANCY

POSTING DATES: April 19, 2017

THROUGH: May 19, 2017

JOB TITLE:	Executive Staff Assistant II (Senior Innovation Analyst)
SALARY RANGE:	\$55,346 to \$72,977/Annually
DEPARTMENT/BUREAU:	Administration / Mayor's Office / Office of Innovation

TYPICAL WORK ACTIVITIES:

Researches possible alternatives to existing policies and programs, and formulates recommendations for action;

Proposes organizational structure and procedures associated with the administration of new programs;

Plans or assists in planning new programs and facilitates program implementation;

Coordinates, oversees, and monitors various community and City committees and task forces;

Acts as a liaison with international, technical, educational, and cultural programs such as those through the Federal government and the Sister Cities program;

Gathers information and briefs top officials regarding the status of programs, projects, issues, complaints, etc.;

Coordinates key programs and projects under the auspices of central administration;

Develops, implements, and coordinates special projects as directed;

Evaluates existing operations, and makes recommendations for program improvements;

Conducts feasibility studies and makes recommendations;

Researches administrative problems and issues, and identifies strategies and plans for resolution;

Assists with the implementation of new programs;

Explains general administrative policies, programs, and procedures to the public;

Communicates with the public and agencies outside City government to respond to questions, gather information and make special arrangements;

Communicates with internal government units regarding City programs and to express any specific concerns of top officials;

Researches inquires and complaints from the public and then suggests and prepares appropriate response;

Prepares written reports regarding assigned program and project activities;

May lead or supervise clerical and professional staff.

DEADLINE FOR APPLICATION IS AT 5:00 PM ON Friday, May 19, 2017. APPLICATION WILL BE ACCEPTED THROUGH THAT DATE IN ROOM 103A, CITY HALL. PLEASE **BE CERTAIN THAT YOUR APPLICATION IS COMPLETE** AND DESCRIBES ALL RELEVANT EXPERIENCE. APPLICATIONS WILL BE REVIEWED BASED UPON THE INFORMATION SUPPLIED. Resumes may accompany but will not be accepted in place of a City of Rochester employment application. Applications may be obtained at City Hall, on the City's website: www.cityofrochester.gov, or by sending a self-addressed, stamped envelope to Human Resource Management, City Hall, 30 Church Street, Room 103A, Rochester, NY 14614.

CITY RESIDENCY IS REQUIRED WITHIN ONE YEAR OF HIRE

Application must be received or post marked by the final filing date, otherwise this application will be rejected.

A handwritten signature in black ink, appearing to read "T. Miller", written over a horizontal line.

Thomas Miller, Principal Staff Assistant