



## Office of the Deputy Mayor for Health and Human Services

**Position Title:** Deputy Chief of Staff

**Job ID Number:** 24476

### **About the Office:**

The Office of the Deputy Mayor for Health and Human Services advances New York City's efforts to coordinate system transformation across the City's public healthcare system, expand access to social services for all, and ensure that agencies that oversee the City's most vulnerable populations, including children in foster care and families living in homeless shelters, are run compassionately, equitably and effectively. With a portfolio that amounts to approximately \$24 billion, the Office of the Deputy Mayor for Health and Human Services has an unprecedented opportunity to build a team focused on implementing bold efforts within and across eleven City agencies and Mayor's Offices.

### **About the Role:**

Working in the NYC Mayor's Office at City Hall within the Office of the Deputy Mayor for Health and Human Services, the Deputy Chief of Staff will provide high level administrative and policy support to the Deputy Mayor and her Chief of Staff, helping to manage the Deputy Mayor's entire portfolio of agencies, which includes: the Administration for Children's Services, Department for the Aging, Department of Health and Mental Hygiene, Department of Social Services, Department of Homeless Services, Health + Hospitals, Human Resources Administration, Mayor's Office to End Domestic and Gender Based Violence, Office of the Chief Medical Examiner, Office of Food Policy, the Unity Project, and the NYC Children's Cabinet.

The Deputy Chief of Staff will also serve as the Office's primary liaison to several agencies and initiatives, largely within the human services portfolio. The Deputy Chief of Staff's efforts will span a range of responsibilities including directly managing day-to-day staff operations; coordinating personnel matters and other sensitive or confidential tasks; and coordinating with City Hall communications, press, and legislative affairs teams to advance the Deputy Mayor's agenda. In addition, the Deputy Chief of Staff will identify and manage relevant cross-agency initiatives within the Deputy Mayor's portfolio.

### **Job Responsibilities:**

The Deputy Chief of Staff will:

- Provide daily briefings to the Deputy Mayor and Chief of Staff on high priority and time-sensitive issues across the Health and Human Services portfolio;
- Provide project-based or managerial support to team members in the Office of the Deputy Mayor of Health and Human Services; oversee the development of cross-portfolio, multi-agency initiatives and programs in order to ensure that appropriate goals and timelines are met;

- Manage administrative processes related to hiring of staff, contract approvals, travel requests, and agency audits; create and compile briefing materials, decision memos, and talking points for use by the Deputy Mayor and Chief of Staff;
- Perform qualitative and quantitative assessments of policy proposals, including budget review and legislation, and make recommendations and presentations to the Deputy Mayor, Chief of Staff, and other senior officials within the Mayor’s Office.
- Serve as the primary liaison between agencies within his/her portfolio and the Office of the Deputy Mayor, to monitor projects, city/state/federal legislation, and long-term planning;
- Assist the Deputy Mayor and Chief of Staff with oversight of structural or organizational issues facing agencies within his/her portfolio, as well as advising on key hiring or appointments;
- Coordinate with relevant agencies, boards, commissions, organizations, and institutions to pursue new initiatives, meet project goals and timelines, review agency and interagency work products, coordinate communications and outreach strategies, and ensure positive and efficient relationships between all stakeholders.
- Ensure robust reporting, tracking, risk identification and management, and appropriate synthesis of issues for the Deputy Mayor and other key staff as required.
- Review agency and interagency work products, coordinate communications and outreach strategies, and ensure positive and efficient relationships between all stakeholders;

**Qualifications:**

- A master’s degree in public health, public administration, public policy, social work, economics, business, law or related fields, and at least 2 years of related work experience; or a bachelor’s degree from an accredited college, and at least 5 years of related experience
- An understanding of the health and human services policy issues related to New York City and the provision of services across its five boroughs; an understanding of New York City’s government agencies and/or community-based organizations a plus
- Excellent communication, writing, research, analytical and organizational skills, with ability to rapidly problem solve and pay close attention to detail
- Ability to complete work independently with broadly defined work objectives and limited review of overall results
- Experience managing multiple employees as part of a team, as well as interfacing with senior officials
- A demonstrated commitment to social services, health equity and public service
- Enthusiasm for working in a fast-paced, collaborative, and dynamic team culture

**Salary:**

Commensurate with experience.

**To Apply:**

Please submit a resume and cover letter to [Candidate Application](#)

**New York City Residency Is Required Within 90 Days of Appointment**  
**The City Of New York And The Office Of The Mayor Are Equal Opportunity Employers**



**Office of the Deputy Mayor for Health and Human Services**  
**Senior Advisor, Human Services Policy**

<https://a002-oom03.nyc.gov/IRM/Handlers/Campaign/Attachments.ashx?attachmentId=daddde25-213f-4e7a-8f2c-2d025a16881b>

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**About the Role:**

Working in the NYC Mayor's Office at City Hall within the Office of the Deputy Mayor for Health and Human Services, the Senior Advisor's portfolio will focus on the key issues facing the Office's human services portfolio, including the Administration for Children's Services (ACS), Department for the Aging (DFTA), Department of Social Service (DSS), Department of Homeless Services (DHS), Human Resources Administration (HRA), Mayor's Office to End Domestic and Gender Based Violence (ENDGBV), Office of Food Policy, the Unity Project, the NYC Children's Cabinet, and the Center for Innovation Through Data Intelligence (CIDI).

The Senior Advisor will advance the implementation of projects, initiatives, and/or policy proposals aimed at enhancing service delivery for vulnerable populations and addressing the impacts of multi-generational poverty. Working with other members of the Deputy Mayor's team, including the Chief Strategy and Innovation Officer for Human Services and the Senior Advisor for Homelessness and Human Services Policy, the Senior Advisor will work on efforts including the implementation of Raise the Age legislation, the ongoing re-engineering of access to public benefits, work streams related to Age-Friendly NYC, the Interagency Homelessness Accountability Council, the Nonprofit Resiliency Committee, workforce development and career services for cash assistance clients, and the expansion of senior center programming and home delivered meals for seniors. In this role, the Senior Advisor will support the implementation of these efforts by working collaboratively with the Mayor's Office, Agency leadership, and other key stakeholders, including members of the nonprofit sector. In addition, the Senior Advisor will work with the Office's other Senior Advisors to identify and manage relevant cross-agency opportunities and working groups in order to enhance cross-team collaboration within the Office.

**Job Responsibilities:**

The Senior Advisor will:

- Perform qualitative and quantitative assessments focusing on mission critical agency projects, including budget review, and make recommendations and presentations to the Mayor, Deputy Mayor, Chief of Staff, and other senior officials within the Mayor's Office.

- Oversee human services policy projects during the planning and approval phases in order to ensure that appropriate goals and timelines are met., in coordination with appropriate City agencies and other governmental entities.
- Act as a liaison to major nonprofits, foundations, and advocacy groups, elected officials, and other City, state, and national organizations on behalf of the Office of the Mayor and the Office of the Deputy Mayor.
- Serve as the primary liaison between agencies within their portfolio and the Office of the Deputy Mayor, to monitor projects, day-to-day issues, and long-term planning.
- Coordinate with relevant agencies, boards, commissions, organizations, and institutions to pursue initiatives, meet project goals and timelines, review agency and interagency work products, coordinate communications and outreach strategies, and ensure positive and efficient relationships between all stakeholders.
- Assist in negotiations with private entities and public sector partners to ensure the appropriate fulfillment of the City's interests, priorities and policy objectives, as well as the timely completion of projects and processes, in coordination with appropriate agencies
- Assist the Deputy Mayor and Chief of Staff with oversight of structural or organizational issues facing agencies within his/her portfolio, as well as advising on key hiring or appointments.
- Provide project-based and/or managerial support to team members in the Office of the Deputy Mayor of Health and Human Services, as assigned.

**Qualifications:**

- A master's degree in public health, public administration, public policy, social work, economics, business, law or related fields, and 7+ years of related work experience; or a bachelor's degree from an accredited college, and 10+ years of related experience
- A comprehensive understanding of New York City's government agencies and/or policy at the local, state and federal level
- An understanding of New York City's community-based organizations and providers
- Excellent communication, writing, research, analytical and organizational skills, with ability to rapidly problem solve and pay close attention to detail
- Ability to complete work independently with broadly defined work objectives and limited review of overall results
- Ability to interface with executive level management and deliver senior level presentations
- A demonstrated commitment to social services and public service
- Enthusiasm for working in a fast-paced, collaborative, and dynamic team culture
- Previous personnel management experience a plus

**Salary:** Commensurate with experience.

**To Apply:** Please submit a resume, cover letter and three (3) references to [Candidate Application](#)

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