Job Title: Special Assistant

Grade: CS-13	Salary Range: $89,457-$115,262

Job Summary:

This is a standardized position description that is designed for use in any District of Columbia Government department, agency or office. This position description depicts generalized duties and responsibilities required of a position with primary responsibility for providing high quality work to high-ranking Executive Official, such as: Deputy Director, Office Head, Associate Director, Senior Deputy Chief or Administrator on strategic planning, operations, policy, and programmatic issues.

As the principle liaison between the Executive Official, internal organizational staff, and officials outside of the organization, the Special Assistant is responsible for implementing the organization's strategic priorities to advising the Executive Official on controversial issues and matters having policy and programmatic impacts. The Special Assistant exercises sound judgment in making major decisions regarding project priorities, and the order in which to accomplish them; and assuring that the organization needs are met, and objectives and overall goals are achieved.

Duties and Responsibilities:

Develops targeted organization strategies, and works with other organizations to accomplish the goals and objectives. Develops analytical and special reports for the Executive Official to be forwarded to other internal and external officials. Initiates recommendations for improved procedures for greater efficiency and effectiveness of the organization.

Advises the executive official of existing problems and recommends solution/alternatives. Recommends to the Executive Official new policies needed for the effectiveness of the organization in carrying out its mission.

Conducts research and fact-finding investigations, and analyzes, interprets and documents projects. Establishes priorities and follows through on major projects to ensure that deadlines are met before matters are referred to Executive Official. Identifies problems and specific issues in a particular area, advises the supervisor, and recommends solutions or alternatives.

Plans, develops and coordinates special projects and assignments. Studies, coordinates and recommends resolution of major short- and long-term management and operational problems which have surfaced that are not systematic in nature. ·

Coordinates management projects, ensuring that projects are carried out in a timely manner, and in accordance with established policies and procedures. Develops and/or facilitates improvement projects with objectives and tasks, establishes completion timelines, and monitors implementation. ·

Conducts research on best practices, policy issues, and resources to guide and inform on the development of major projects

Qualifications and Education

Comprehensive knowledge of the mission, functional requirements, goals and objectives of the organization, and the nature of the operating entities and interrelationships. Comprehensive knowledge of the policies and procedures of the organization.

Comprehensive knowledge of and skill in problem solving, negotiation strategies and project management to conduct in-depth research and analysis. Comprehensive knowledge of management principles, procedures and techniques of analysis and evaluation.

Comprehensive knowledge of qualitative and/or quantitative methods for the assessment and improvement of management processes and systems. Comprehensive knowledge of customer

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