Job Title: Special Assistant

Grade: CS 14

Salary Range: $105,730-$136,208

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, high-profile Executive Official, such as: Agency Director, Executive Director, Senior Associate Director, Deputy Mayor, or an executive official within the Executive Office of the Mayor, and the Office of the City Administrator on strategic planning, operations, policy, and programmatic issues.

As a member of the executive team, the Special Assistant serves as advisor to the Executive Official, having both internal and external responsibilities ranging from 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 a high degree of judgment in making major decisions regarding project priorities, and the order in which to accomplish them; and assuring that the organizational needs are met, and objectives and overall goals are achieved.

Duties and Responsibilities:

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

Oversees and 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.

Troubleshoots, investigates and provides recommendations on complex and politically sensitive issues and problems relative to organization services, activities, and initiatives. Advises the Executive Official on current activities and information that may affect the organization's functions. Actively, participates in decision-making meetings concerning organization operations, goals and objectives to successfully accomplish its mission.

Develops sources of information; identifies policy matters; coordinates and/or performs in-depth analyses of critical issues; analyzes the consequences of adopting various proposals and policies; and forecasts developments potentially affecting administrative services and activities. Develops options and alternatives; coordinates findings and recommendations with other interested/affected parties; and, as necessary, prepares and delivers written and oral presentations.

Qualifications and Education

FACTOR 1 -KNOWLEDGE REQUIRED BY THE POSITION

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

Mastery knowledge of and skill in problem solving, negotiation strategies and project management to conduct in-depth research and analysis. Mastery knowledge of management principles, procedures and techniques of analysis and evaluation. Skill in applying sound judgment in the analysis of allegations, and in deriving logical conclusions.

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