

Job Opening

Job Posting: 04/30/2021

Application Period: 30 Days or Until Position is Filled

JOB TITLE: Special Assistant for Major Project Tracking **LOCATION:** NYC

DEPARTMENT: Executive

BASIC FUNCTION:

Under direction of the EVP & Chief of Staff, the Special Assistant for Project Tracking is responsible for overseeing the ongoing collection of data for key projects in ESD's portfolio and managing the updates and presentation of such data to ESD and to the Governor's Office.

The Special Assistant will lead an effort to provide up-to-date metrics on numerous projects, by working in collaboration with various ESD divisions, and external stakeholders.

WORK PERFORMED:

- Maintain a database of key ESD projects, and ensure the accuracy of all project metrics with internal and external stakeholders
- Generate reports and be responsible for ongoing presentation of data to executive level staff, in a comprehensible format, understandable by a general audience
- Ongoing monitoring of key projects, to track status changes
- Provide clear instructions to relevant ESD staff, to notify staff of any new metrics that must be incorporated into the ongoing tracking effort
- Respond to time sensitive requests for up-to-date project information
- Track project timelines, deliverables, and internal/external partners across multiple ESD Divisions, proactively communicate progress and potential challenges to supervisors and project teams
- Oversee and undertake special projects or initiatives as needed
- Monitor data quality for projects in ESD's Microsoft Dynamics system, which includes frequent queries to identify errors or inconsistencies, and oversee updates as necessary
- Direct various data collection efforts and verify accuracy of such information
- Frequent communication with ESD Regional Directors, originators and other ESD staff.

EDUCATION & REQUIREMENTS:

Education Level required: Bachelor's degree;

Experience required: 3+ years relevant experience

Knowledge required: Excellent written, verbal communication, presentation and analytical skills, knowledge of project tracking databases strongly preferred, detail oriented, knowledge of Microsoft Office required, advanced Microsoft Excel capabilities preferred, advanced Microsoft Dynamics capabilities preferred.

Position expected to work onsite and/or remote consistent with NYS and ESD guidelines and needs.

APPROXIMATE HIRING SALARY: \$70,000 to \$75,000 (w/ comprehensive benefits package)

INQUIRE

Maria Gately, Sr. HR Manager, Human Resources

External Candidates: *Send resume to resumes@esd.ny.gov, indicating job title in subject line and salary requirement in email body*

Internal Candidates: *Complete [Posting Application](#) and attach a copy of resume*

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