

Position: ALGORITHMS MANAGEMENT AND POLICY OFFICER

Location: 253 BROADWAY, NEW YORK, NY

ORGANIZATIONAL PROFILE: The Mayor's Office of Operations works to make New York City government more effective and efficient. The Office is responsible for managing and coordinating multiagency initiatives and using data to help the City make informed policy decisions and strategic, targeted investments. The Office oversees the daily operations of City agencies, coordinates City initiatives, and assists agencies in improving service quality and in measuring performance to provide greater accountability.

The Mayor issued Executive Order 50 on November 19, 2019, which directs the City to centralize leadership relating to the fair and responsible use of algorithmic tools and other related technologies in City agency decision-making. The City is hiring an Algorithms Management and Policy Officer (AMPO) to lead this effort, creating and strengthening related best practices citywide, and supporting agencies in implementing these practices.

POSITION DESCRIPTION: Situated within the Mayor's Office of Operations and reporting to the Director, the AMPO will serve as a centralized resource to help guide the City and its agencies in the development, responsible use, and assessment of algorithmic and related technical tools and systems, and for engaging and educating the public on issues related to City use of these and other related technologies. The AMPO will coordinate with relevant Operations staff, City officials, agency staff, and be guided by the expertise provided by an Algorithms Management Steering Committee and an Algorithms Advisory Committee, to be established. The responsibilities of AMPO include the following functions and duties:

- Establish governing principles to guide City agencies in balancing the ethical and innovative uses of algorithmic systems and tools in agency decision-making, to ensure they provide the greatest benefit for New Yorkers and the City;
- Design and implement a framework to help agencies identify, prioritize, and assess algorithmic tools and systems that support agency decision-making, considering their complexity, the benefits, impact, and any potential risk of harm.
- Develop and implement policies and protocols to guide the City and its agencies in the fair and responsible use of such tools and systems, considering the unique mission, purpose, and operational needs of each agency;
- Design and implement protocols for agency reporting to the AMPO on the use of algorithmic systems and tools;
- Plan and implement a public engagement and education strategy related to the City's use of algorithmic tools and systems;
- Create and maintain a public-facing platform that provides a mechanism for interacting with the public on algorithmic systems and tools and providing resources, including fielding questions, complaints, and concerns; advising agencies on addressing these.

- Research new developments and best practices in managing the City's use of algorithmic tools and systems in agency decision-making, and remain current in this emerging field; and
- Prepare and submit a biennial report to the Mayor and Speaker of the City Council on the progress made in implementing these directives.

PREFERRED SKILLS AND/OR QUALIFICATIONS:

- Master's degree plus a minimum 7 years or Bachelor's degree plus a minimum 9 years of relevant professional experience.
- Outstanding, proven analytical skills.
- Thorough understanding of AI, data analysis, predictive analytics, and other related methods and practices.
- Demonstrated ability to develop and effectively implement policy guidelines to govern the use of systems across disparate entities.
- A well-developed sense of management priorities.
- Ability to navigate City government and communicate effectively with administrative and technical leaders.
- Exceptional consensus-building skills and communication skills; ability to communicate well in forums with multiple City agencies and with advocates and members of civil society.
- Ability to thrive in a fast-paced environment and effectively help team members manage multiple projects simultaneously.
- Excellent presentation skills.
- Previous management experience with a proven ability to build and lead a team.

SALARY: Commensurate with experience

TO APPLY:

Please send your resume and a letter of interest to OpsHiring@cityhall.nyc.gov.

NOTE: Applying for this role does not guarantee applicants an interview.

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

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