

City of New York
DEPT. OF HOMELESS SERVICES
Job Vacancy Notice

Civil Service Title: Administrative Public Information Specialist	Level: M1
Title Code No: 10033	Salary: \$53,051.00/\$57,210.00 -\$145,991.00 Frequency: ANNUAL
Office Title: Deputy Press Secretary	Work location: 33 Beaver St, NY, NY 10004
Division/Work Unit: Community & External Affairs/Community Affairs	Number of Positions: 1
Hours/Shift: Mon.-Fri. 9:00am-5:00pm	Agency Tracking #: 2978 POSITION#: 962

Job Description

The NYC Department of Homeless Services (DHS) seeks an Administrative Public Information Specialist M1 to serve as Deputy Press Secretary. The Deputy Press Secretary will work in the Commissioner's Office in the Office of Communications & External Affairs and will report directly to the Press Secretary. S/he will assist the Press Secretary in responding to media inquiries, gathering relevant background information and drafting statements in a timely fashion. S/he will also be responsible for wider communications duties, including the development and writing of internal and external communications to promote the messaging of DHS. In addition to producing content for the agency's internal Intranet and public Web sites, s/he will also write copy for brochures and public relations materials, press releases and advisories, reports to City Hall, and updates to 311 scripts.

Additionally, the Deputy Press Secretary must be comfortable working with all divisions and members of the agency's Executive Staff to edit, revise and approve content for program areas, and coordinate high-level events and media interviews with the Commissioner. S/he will be responsible for preparing briefing materials as needed, writing speeches and talking points, and compiling background information, as well as logistical details about events. S/he will also be asked to attend an array of divisional and agency-wide events, in an effort to take photographs for the agency's archives/online photo libraries and to document recent happenings. The Deputy Press Secretary will be called on to conduct research for special projects, read and summarize dense policy papers and reports, and work with a variety of inter-agency representatives and intra-agency contacts to raise awareness about DHS' services and develop communications. Finally, s/he will provide support to the Office of Communications & External Affairs, working closely with the Community and Government Relations staff as well as the Director of Special Events and other key staff members.

Qualification Requirements

1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or
2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

Preferred Skills

Superior written and oral communications skills, with a strong ability to research, analyze and condense complicated data and information. Candidate should possess a high level of comfort with presenting findings to groups and interacting with staff members on a range of levels (including the Commissioner and members of Executive Staff). S/he should have a comprehensive understanding of New York City government, and the ability to multi-task and work under deadline. Experience working with NYC Community Based newspapers is preferred. S/he should also demonstrate a proficiency in Microsoft programs (including Word, Excel and PowerPoint). Ability to photograph/use agency's camera equipment is also important. A master's degree is preferred, but not required.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply:

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities/Careers.

For all other applicants, please go to the [NYC Careers website](#).

Most public libraries have computers available for use.

No phone calls, faxes, emails and personal inquiries permitted.

Post Date: 12/4/2015

Post Until: 12/18/2015

JVN: 071-2016-224904

The City of New York is an Equal Opportunity Employer.