

**City of New York  
Department of Information Technology & Telecommunications  
Job Posting Notice**

<b>Civil Service Title:</b> Community Associate	<b>Level:</b> 00
<b>Title Code No:</b> 56057	<b>Salary:</b> \$33,799/\$38,869 - \$56,249
<b>Business Title:</b> MOME Executive Assistant	<b>Work Location:</b> Manhattan
<b>Division/Work Unit:</b> Mayor's Office of Media & Entertainment (MOME)	<b>Number of Positions:</b> 1
<b>Job ID:</b> 200498	<b>Hours/Shift:</b> Day
<b>Job Description</b> (New York City residency required within 90 days of appointment)	
<p>DoITT is responsible for modernizing, unlocking, and innovating to improve IT infrastructure and service delivery in New York City government. Modernizing by implementing state-of-the-art information technology to improve services to New Yorkers. Unlocking by making government more transparent and accountable to New Yorkers. Innovating by employing cutting-edge tools, methods, and relationships to empower New Yorkers.</p> <p>As the first film commission in the country, the Mayor's Office of Media and Entertainment - Office of Film, Theatre and Broadcasting (OFTB) is the one-stop shop for all production needs in NYC, including permits, free public locations and free police assistance. The agency markets NYC as a prime location, provides premiere customer service to production companies and facilitates production throughout the five boroughs.</p> <p>The Executive Assistant will provide administrative, scheduling and special project support to the First Deputy Commissioner. In addition, he/she will serve as Office Manager of OFTB, responsible for receiving and assisting visitors, and managing the day-to-day operations of the office.</p> <p>The successful candidate will serve as an Executive Assistant reporting to the Mayor's Office of Media &amp; Entertainment (MOME). Responsibilities will include:</p> <p><b>Executive Support</b> - Manage the First Deputy Commissioner's schedule: Plan and schedule meetings and appointments. Source/develop/distribute/research any materials in preparation for meetings and afterwards as follow-up; conduct research as assigned; assist with preparation for speaking engagements and presentations, including conducting background research and preparing briefing materials; organize and maintain files and records. Update and maintain First Deputy Commissioner's contacts; prepare and edit correspondence, reports, and presentations; make travel arrangements and manage travel reimbursements; field assorted inquiries and requests; and manage special projects and initiatives as assigned.</p> <p><b>Office Management</b> - Prepare purchase requisitions for all office expenditures; manage and maintain inventory of office supplies (e.g., paper, toner, etc.); manage mail, messenger and DHL services; manage subscriptions of newspapers, magazines, trade publications, etc.; serve as liaison with vendors of office equipment (e.g., phones, copiers, printers, etc.) and manage maintenance/repair; serve as liaison with office building facilities personnel (i.e., cleaning service, maintenance, etc.); work with the appropriate city agency to monitor/process all office E-Z Pass and cell phone accounts.</p> <p><b>Customer Service Support</b> - Manage all incoming phone calls, in-person visitors and office operations; serve as front desk receptionist, greeting guests, answering phones and disseminating calls (and voicemail messages from the general mailbox); manage written and electronic correspondences that come to the OFTB through City Hall and <a href="http://www.nyc.gov">www.nyc.gov</a>; greet permit applicants and guide them through permit forms and procedures; provide information/advice to productions on appropriate NYC government contacts, agency or other area for inquiry or problem resolution; maintain list of current productions filming and wrapped based on current production files; and assist with special projects and initiatives as assigned.</p>	
<b>Minimum Qualification Requirements</b>	
<p>1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;</p> <p>or</p> <p>2. Education and/or experience which is equivalent to "1" above.</p>	
<b>Preferred Skills</b>	
<p>The preferred candidate should possess the following: Strong organizational skills; strong communication and interpersonal skills; ability to work with a broad cross-section of clients, including senior media executives, production executives, public officials and general public; attention to detail and ability to handle multiple projects at one time; proficiency in Microsoft Word/Outlook/Excel/Access/PowerPoint; ability to work within a collaborative environment; creative thinker; pleasant phone manner and professional rapport with the general public; familiarity with New York City neighborhoods and locations; familiarity with or experience in the media and entertainment industry a plus.</p>	
<b>To Apply</b>	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities &gt; Careers, and search for Job ID #200498 For all other applicants, please go to <a href="http://www.nyc.gov/jobs/search">www.nyc.gov/jobs/search</a> and search for Job ID #200498</p> <p style="text-align: center;">-or-</p> <p>If you do not have access to a computer, please mail resume indicating Job ID # to: Department of Information Technology and Telecommunications (DoITT) Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007</p> <p style="text-align: center;">SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT</p>	
<b>Posting Date:</b> July 29, 2015	<b>Post Until:</b> Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.