

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

Civil Service Title: Administrative Public Information Specialist	Level: M1
Title Code No: 10033	Salary: \$53,051/\$57,210 - \$85,000
Business Title: MOME Press Secretary	Work Location: Manhattan
Division/Work Unit: Mayor's Office of Media & Entertainment (MOME)	Number of Positions: 1
Job ID: 221886	Hours/Shift: Day - Due to the necessary management duties of this position in a 24/7 operation, candidate may be required to be on call and/or work various shifts such as weekends and/or evenings.
Job Description (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>The Mayor's Office of Media & Entertainment (MOME), is comprised of the Office of Film, Theatre and Broadcasting (OFTB) and NYC Media. The mission is to develop the City's diverse media functions and enhance government communications by making information more accessible to the public and to leverage technology to aid in transparency.</p> <p>The successful candidate will serve as the Press Secretary reporting to the Associate Commissioner of Marketing and Communications at the Mayor's Office of Media & Entertainment (MOME). Responsibilities will include: Draft briefing documents, talking points, remarks, work with City Hall press and Mayor's speechwriters for mayoral press conferences; maintain and build press contacts; field press inquiries and perform research to assist the formulation of responses; pitch story ideas related to entertainment production in NYC and the Office's marketing efforts; write press releases and speeches to promote MOME services and initiatives; write and edit programming descriptions for Agency programs; write stories and create content for the website and MOME's other digital channels; produce press events; direct and manage all MOME social media networks; create social media campaigns; maintain database of MOME's press coverage; manage press and communications intern(s); prepare and send weekly press updates to City Hall press office; prepare and distribute daily news clips to MOME staff; maintain relevant stats about the film industry, PA training program, and other MOME initiatives; and manage special projects and initiatives as assigned.</p>	
Minimum Qualification Requirements	
<p>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</p> <p>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.</p>	
Preferred Skills	
<p>The preferred candidate should have the following: 5-10 years' experience fielding press inquiries, pitching story ideas and writing press releases; strong writing skills; social media expertise and ability to create social media campaigns; ability to manage multiple projects; team player; preferred candidate will have established network of press contacts.</p>	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #221886 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #221886</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>	
Posting Date: November 6, 2015	Post Until: Filled

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