

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

Civil Service Title: Administrative Business Promotion Coordinator	Level: M1
Title Code No: 10009	Salary: \$53,051/\$57,210 - \$120,000
Business Title: Senior Director of Policy and Workforce and Education Programs	Work Location: Manhattan, NY
Division/Work Unit: Mayor's Office of Media & Entertainment (MOME)	Number of Positions: 1
Job ID: 234405	Hours/Shift: Day - Due to the necessary technical 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 nights/evenings.

Job Description

(New York City Residency required within 90 days of appointment)

The Mayor's Office of Media & Entertainment (MOME), is comprised of two divisions: the Office of Film, Theatre, and Broadcasting, and NYC Media. The Office of Film, Theatre and Broadcasting serves as a one-stop shop for the entertainment industry and promotes New York City as a thriving center of creativity, issuing permits for productions filming on public property, and facilitating production throughout the five boroughs. NYC Media is the City's official broadcast network and media production group, with programming that informs, educates, and entertains New Yorkers about the City's diverse people, neighborhoods, services, attractions, and activities.

The successful candidate will report to the MOME Commissioner, supervising workforce and education staff and will also work closely with MOME's External Affairs and Communications & Marketing teams. Responsibilities will include, but are not limited to:

Organizational Leadership

- Serving as a key resource and strategic thought partner to senior leaders throughout the organization.
- Through project management processes, developing clear goals and adapting policies as necessary due to changes in the internal and external environment.
- Introducing strong and consistent accountability systems to ensure progress toward organizational success and compliance.

Programs

- Oversee, direct, and develop workforce programming across all the industries in MOME's portfolio.
- Oversee, direct and develop educational activities across all the industries in MOME's portfolio.
- In partnership with MOME's Director of Client Relations, assess and advise on program development for Made in NY Production Assistant Training Program.

Policy

- Driving MOME's mission of industry support and enhancement, equipping the Agency with the tools necessary as the agency expands its work to encompass the full scope of the industry, including advertising, digital distribution channels, and music.
- Generating, planning and executing policy initiatives in furtherance of MOME's expanded mission Commissioning, drafting, editing and overseeing the production of groundbreaking reports and studies.
- Creating standardized and easily accessible systems for capturing, integrating, and distributing research across teams.

The position's responsibilities include commitment to and compliance with the City's EEO policy.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and five years of full-time paid experience acquired within the last fifteen years, of supervisory or administrative experience including handling of business promotion or urban economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning;
or
2. A satisfactory equivalent combination of education and experience. However all candidates must have 2 years of managerial or executive experience as described in "1" above.

Appropriate graduate study in an accredited college or university may be substituted for the general experience on a year-for-year basis. All candidates must have a four-year high school diploma or its equivalent approved by a State's Department of Education or a recognized accrediting organization.

Preferred Skills

The ideal candidate will possess exemplary communication skills, both verbal and written, in addition to strong qualitative skills and the proven ability to thrive within a collaborative environment.

In addition, the preferred candidate should possess the following:

- An advanced degree and at least 5 years of experience working in a position with a high level of responsibility
- Advanced academic knowledge in the fields of Law, Sociology, Economics or a related social science field
- High quality writing skills Strong quantitative skills
- Experience managing staff of varying skill sets and knowledge levels
- Exceptional presentation skills
- Proven ability to work well as part of a team.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #234405
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #234405

-or-

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 - 75 Park Place - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

Posting Date: March 8, 2016

Post Until: Filled

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