

**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 - \$75,000
Business Title: Communications Manager	Work Location: Brooklyn, NY
Division/Work Unit: External Affairs and Communications	Number of Positions: 1
Job ID: 236990	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 nights/evenings.

Job Description

(NYC Residency is required within 90 days of appointment)

Who We Are:

The NYC Department of Information Technology & Telecommunication (DoITT) is New York City government's technology leader. Our mission is to modernize IT infrastructure and service delivery in government; implement state-of-the-art information technology solutions to improve public services; make government more transparent and accountable; and employ cutting-edge tools, methods, and partnerships to empower New Yorkers. Our services touch every aspect of City life: from public safety to human services, from education to economic development, our services cross the full spectrum of governmental operations.

To fulfill our mission, we develop and support applications, maintain efficient and reliable computing and network platforms, develop sophisticated security tools and policies, and ensure the reliability of IT infrastructure and enterprise systems through redundancy and disaster recovery planning. We also negotiate service agreements with telecommunications providers doing business with City agencies, and administer franchise agreements with telecommunications and cable television providers that serve NYC residents.

The Opportunity:

Our Office of External Affairs and Communications has an opportunity for an experienced communications professional to serve as the Department's Communications Manager. This position will have the latitude to envision, develop, and implement creative communications strategies spanning a diverse portfolio of information technology and cybersecurity initiatives and programs. The position will liaise with the City's leading technologists to bolster existing communications and chart a new direction for the Agency as it ramps up its strategic communications efforts.

The position requires a creative thinker capable of working within an established system to communicate effectively and efficiently.

What You Will Do:

Reporting to the Director of External Affairs, the Communications Manager is responsible for assisting with all public-facing and internal communication activities. Responsibilities will include:

- Prepare presentations and public statements for the Commissioner and other senior staff;
- Draft agency press releases and other external communications;
- Assist with the maintenance of the agency web pages; ensure content is accurate, up-to-date and accessible;
- Assist during emergency activation by disseminating critical information, internally and externally;
- Manage the Department's social media accounts, working with the Mayor's Press Office and Office of Digital Strategy as necessary;
- Serve as the agency contact for press and disseminate information on agency initiatives to media;
- Arrange interviews with the press and prepare the Commissioner and other senior staff for all media interaction;
- Coordinate agency involvement with organizers of conventions, forums, and other public events;
- Draft statements, talking points, etc., for the Commissioner and other senior staff at public and internal agency events;
- Develop public outreach strategies for key agency initiatives;
- Work with vendors to create outreach materials and place media;
- Perform special projects and initiatives as assigned.

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 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

We are looking for candidates who not only have the required experience and skills, but can demonstrate a high level of professionalism and customer service. Our ideal candidate possesses the following experience and skills:

- Understand multiple business domains and quickly gain a broad understanding of all aspects of DoITT's operations to best represent the Department on a broad range of topics;
- Experienced in all aspects of social media platforms, marketing, communications, digital technology, digital platforms, and public relations.
- Strong writing, editing, speaking, interpersonal, and organizational skills;
- Proven experience writing and editing press releases, speeches, and related communication materials;
- Knowledge of New York City government and issues;

- Ability to manage multiple projects and priorities simultaneously and meet deadlines;
- Ability to work within a collaborative environment;
- Pleasant phone manner and professional rapport;
- Proficiency in Microsoft Word/Outlook/Excel/PowerPoint;

To Apply

For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #236990
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #236990

-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 - 255 Greenwich Street - 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 31, 2016

Post Until: Filled

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