

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

Civil Service Title: Administrative Public Information Specialist	Level: M1
Title Code No: 10033	Salary: \$53,051/\$57,210 - \$95,000
Business Title: Manager of External Affairs	Work Location: 253 Broadway, NY NY
Division/Work Unit: Mayor's Office of Operations	Number of Positions: 1
Job ID: 238555	Hours/Shift: 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 (New York City Residency required within 90 days of appointment) <p>The Mayor's Office of Operations oversees project and performance management as well as multi-agency initiatives that make government more customer-focused, innovative and efficient, while balancing social and fiscal responsibility. The Office of Operations works to make a government of over 40 agencies and 300,000 employees more cost effective and coordinated in carrying out its day-to-day business, and more accessible to the more than 8 million residents the City serves. The Office of Operations also includes the Mayor's Office of Data Analytics (MODA) and the Center for Economic Opportunity (CEO).</p> <p>The successful candidate will serve as a Director of External Affairs reporting to the Mayor's Office of Operations. Responsibilities will include:</p> <ul style="list-style-type: none"> • Manage external communications for the Mayor's Office of Operations, including drafting and / or contributing to press releases, compiling quotes and other responses for the press, and coordinating with the Mayor's Press Office; • Coordinate intergovernmental communications and support the Operations staff in the drafting of City Council testimony; • Develop and manage marketing and outreach strategies; • Coordinate speaking engagements requests for the Ops director and other senior staff members and planning / travel for such events. Report out and analyze key metrics as it relates to external events; Oversee web-based, email, mailing and call campaigns; • Ensure content on the Mayor's Office of Operations website is clear and current; • Edit reports to ensure there is one clear voice and consistency with policy goals; • Assist the Director of Operations in reaching broader strategic external goals; • Support on-going projects and events; • Participate in other special projects as needed. <p>The position's responsibilities include commitment to and compliance with the City's EEO policy.</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 possess the following:</p> <ul style="list-style-type: none"> • Strong written and oral communications, public speaking, and presentation skills; • Experience with planning, managing, coordinating and overseeing events and meetings of various sizes; • Experience working with a customer relationship management application; • Ability to work under pressure against tight deadlines; • Ability to prioritize and manage an array of projects through to completion. 	
To Apply <p>For City Employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #238555 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #238555</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 APPROVAL</p>	
Posting Date: April 27, 2016	Post Until: Filled

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