

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: \$54,643/\$58,926 - \$100,000
Business Title: Director of Communications	Work Location: Brooklyn, NY
Division/Work Unit: External Affairs and Communications	Number of Positions: 1
Job ID: 263413	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

(NYC Residency is required within 90 days of appointment)

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

The successful candidate will serve as a Director of Communications reporting to the External Affairs and Communications Division. 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.
- Manage 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

The preferred candidate should possess the following:

- 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.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #263413

For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #263413

-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: September 19, 2016	Post Until: Filled
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The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.