

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Administrative Public Information Specialist	Level: M-I
Title Code No: 10033	Salary: \$65,000 - \$90,000.00 Frequency: ANNUALLY
Office Title: Communications Officer	Work location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Public Information	Number of Positions: 1
Job ID: 242374	Hours/Shift: Day Tour
Job Description	
<p>NYC Department of Correction (DOC) is seeking an experienced communications officer and speechwriter to join its high-volume press operation and be part of the department's communications team. The Office of Public Information plays a key role in articulating DOC's overall reform policy agenda and media strategy, including supporting all units on internal and external communications and managing interactions with the media. The office also responds to journalists' requests for information, disseminates news about major initiatives, and communicates with the public through traditional and digital media.</p> <p>This is a fast-paced, demanding post that requires strategic planning, flexible work hours and the ability to work with a sense of urgency to meet the non-stop demands of a 24-hour news cycle. This is an ideal opportunity for an accomplished self-starter who can work quickly and write well under time constraints, think strategically and handle a myriad of challenging responsibilities on a wide range of media-relations areas.</p> <p>Under the direction of the Deputy Commissioner for Public Information the Communications Officer's major responsibilities may include but are not limited to the following:</p> <ul style="list-style-type: none"> • Help manage daily press inquiries, pitch positive news stories, write press materials, prepare public statements, and assist with planning press events and managing responses on tight deadline while working closely with staff throughout the department to ensure accuracy; • Arrange interviews with the press and prepare the Commissioner and other senior staff with supporting materials for all media interactions; • Draft statements, talking points, etc., for the Commissioner and other senior staff for public and internal department events; • Serve as a point of contact for inquiries from members of the media, building relationships with print, broadcast, radio and online journalists and regularly pitch story ideas to media, including mainstream outlets and neighborhood-based media in all five boroughs; • Attend and advance events for the Commissioner and senior staff • Assist during emergencies by disseminating critical information, internally and externally; • Work closely with branding, event-planning, video-editing, and social-media staff; • Be available for regular on-call duty after hours, weekends, holidays; • Closely monitor coverage of City, State and National issues relevant to the Department of Correction to address daily media inquiries; • Work with communications team to provide content to digital-media platforms, such as Twitter, Facebook, and YouTube, and developing strategies to utilize video and new-media tools to broaden the Department's outreach efforts; • Work with the Deputy Commissioner for Public Information to help implement a comprehensive communications strategy to share the work of the Department of Correction with a wide range of stakeholders; • Performing other related functions and duties as required. 	
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	
<ul style="list-style-type: none"> • Candidates are expected to be strong writers and seasoned communications, public relations or journalism professionals who thrive in a fast paced, deadline-driven environment, enjoy working within a team, and have deep knowledge of New York City media, press relations, public policy and government. • Established relationships with the print and broadcast media covering New York City government and the skill to establish and cultivate new relationships with the press corps; • Demonstrated ability to tailor often complex messages to diverse audiences; • Experience working for a government agency is desired. 	
Residency Requirements	
<p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>	
To Apply:	
<p>For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 242374 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 242374 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 6/2/16	Post Until: 6/16/16

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