

**CITY OF NEW YORK
DEPARTMENT OF CORRECTION
JOB VACANCY NOTICE**

Civil Service Title: Administrative Community Relations Specialist	Level: NM
Title Code No: 1002F	Salary: \$70,000 - \$90,000 Frequency: ANNUAL
Business Title: Recruiting Manager	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Human Resources	Number of Positions: 1
Job ID: 257825	Hours/Shift: Day Tour
Job Description	
<p>The New York City Department of Correction is responsible for the custody, control, and care of NYC's imprisoned population housed at various facilities throughout New York City. The New York City Department of Correction seeks to recruit a dynamic candidate to serve as the Recruiting Manager for all potential Correction Officers. Under direction of the Deputy Commissioner of Human Resources, the selected candidate's typical tasks will include but is not limited to the following:</p> <ul style="list-style-type: none"> • Responsible for the advancement of the mission and reform agenda of DOC by supporting the recruitment strategy of the agency. • Manages and develops career partnerships with high schools, colleges and other educational institutions. • Plans and organizes career fairs and other job exposes to attract qualified and talented individuals to the department. • Manages a team of uniform and non-uniform staff in the Recruitment unit. • Provides statistical information and feedback to senior management with regards to recruitment efforts. • Works with other units within DOC with regards to recruitment efforts to ensure production of recruitment materials, banners and brochures. • Works in conjunction with the Public Information and Marketing & Branding Units to promote recruitment for Correction Officers. • Serves as the department's liaison with the Department of Citywide Administrative Services (DCAS) on the establishment of Correction Officer lists and/or exams. • Other duties as assigned. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and four years of full-time community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative or policymaking capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service program or activity; or 2. Education and/or experience equivalent to "1" above. However, all candidates must be high school graduates or possess a high school equivalency diploma and have two years of full-time experience in a broad administrative or policy-making capacity as described in "1" above. 	
Preferred Skills	
<ul style="list-style-type: none"> • Professional experience in internal communications or corporate communications is preferred; • Exceptional project management skills, interpersonal skills, presentation skills, and writing skills; • Ability to work effectively and build relationships within all levels in an organization; • Excellent verbal and written communication skills, as well as, strong listening skills; • An uncompromising commitment to quality; detail oriented; and ability to develop communication strategies; 	
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# 257825 For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# 257825 Submission of a resume is not a guarantee that you will receive an interview. Only candidates under consideration will be contacted.</p>	
Post Date: 08/26/16	Post Until: 09/09/16