

# THE NEW YORK CITY LANDMARKS PRESERVATION COMMISSION

THE MUNICIPAL BUILDING, ONE CENTRE STREET - 9<sup>TH</sup> FLOOR NORTH, NY, NY 10007 212.669.7700

## JOB VACANCY NOTICE # 136-2017-267734

<b>AGENCY TITLE: Executive Assistant to the Chair</b> <b>CIVIL SERVICE TITLE: Secretary to the Chair (LPC)</b>	<b>TITLE CODE NO. 95888</b>
<b>LOCATION:</b> 1 Centre Street, 9 <sup>th</sup> Floor North, New York, NY 10007	<b>SALARY: Minimum \$59,366; Incumbent Minimum \$64,020; Maximum \$64,020</b> <b>Excellent Benefits</b>

The Landmarks Preservation Commission is the New York City agency that is responsible for identifying and designating the City's landmarks and the buildings in the City's historic districts, and protecting and preserving such buildings through its regulatory jurisdiction over such properties. The Chair, leads and oversees the strategies, plans and policies of the Commission [on behalf of the Mayor] and is responsible for the agency and its mission.

### JOB DESCRIPTION

Serve as secretary and confidential assistant to the Chair of the Landmarks Preservation Commission.

- Assures the smooth operation of the Chair's Office by performing routine and other delegated duties;
- Assists the Chair in administration and other operations of the agency;
- Coordinates the Chair's schedule, including all internal and external meetings, events, telephone and conference calls;
- Answers the Chair's phone and responds to routine inquiries from City officials, the public, and agency staff, handling, routing, and drafting correspondence, and maintaining the Chair's files;
- Takes meeting notes for senior staff or other meetings and ensuring follow-ups on identified issues;
- Assists in the development and implementation of projects delegated by the Chair and/or undertaken by the Chair's Office;
- Performs independent projects including research, and organizing and compiling agency information and reports for policy considerations, as needed;
- Occasional attendance at events outside regular hours.

### QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college and one year of satisfactory, progressively responsible clerical, secretarial, administrative and/or general office management experience, one year of which must have been in a responsible administrative or secretarial capacity; or
2. An associate degree or 60 semester credits from an accredited college and two years of the experience described in "1" above; or
3. A four-year high school diploma or its educational equivalent and four years of the experience described in 1. above; or
4. A combination of education and/or experience which is equivalent to 1., 2., or 3. above.

### PREFERRED QUALIFICATIONS

The ideal candidate will be professional, responsible, well-organized, and punctual; have initiative and a willingness to learn, a collaborative, proactive and responsive approach; have excellent communication skills and be accurate in oral and written communications; have experience handling sensitive and confidential material; be able to meet deadlines and handle a fast pace; be proficient in Microsoft Office Suite (Outlook, Word, Excel, PowerPoint).

**The Landmarks Preservation Commission will only respond to qualified candidates.**

Please submit resume and cover letter to: NYC Careers at <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a>  Current City employees must apply through Employee Self Service (ESS) at <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a> , under Recruiting Activities/Careers/136-2017-267734  While we appreciate every applicant's interest, only those under consideration will be contacted.	If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.   Final appointment is subject to approval by the Office of Management and Budget.
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**The Landmarks Preservation Commission is an Equal Opportunity Employer**

<b>DATED</b> October 19, 2016	<b>POST UNTIL</b> November 4, 2016
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