

City of New York
DEPARTMENT OF INVESTIGATION
Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst (M3)	Title Code No: 10026
Unit: OIG-NYPD	Work location: 80 Maiden Lane, Manhattan
Office Title: Director of Outreach	
Number of Positions: 1	Salary: New Hire Rate: \$60,740.00 Incumbent Minimum \$65,503.00/\$90,000.00 Commensurate with Experience

Job Description

The Department of Investigation’s Office of Inspector General for the New York Police Department (“Office” or “OIG-NYPD”) is authorized to “investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices” of the NYPD, with the goals of enhancing effectiveness of the police department, increasing public safety, protecting civil liberties and civil rights, and increasing the public’s confidence in the police force.

OIG-NYPD is seeking a dynamic community affairs professional to serve as Director of Outreach. The successful candidate will report to the Deputy Inspector General and will lead OIG-NYPD’s efforts to interact with community and advocacy groups, New York City residents and other key stakeholders in advancing the mission of the Office. The Director of Outreach will lead the development of specific strategies to engage stakeholders across all five boroughs, which may include educational presentations, identifying opportunities for community meetings, disseminating OIG-NYPD reports and recommendations, and monitoring relevant city and state legislation. The Director of Outreach will assist the Inspector General and senior staff with the preparation of external presentations about the Office and its police oversight work and will also be responsible for producing and updating materials to share with external stakeholders, including pamphlets, fact sheets, and the OIG-NYPD website. Additionally, the Director of Outreach may be responsible for recruiting and supervising community outreach interns, as appropriate. The Director of Outreach will work in close partnership with the Department of Investigation’s intergovernmental affairs team and press office to ensure coordinated strategies and messaging consistent with the goals of the Office.

Qualifications

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. Eighteen months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in “1”

Preferred Skills

- Extensive experience working with community-based and/or non-profit organizations throughout the five boroughs of New York City
- Familiarity with New York City government
- Graduate degree in public policy, public administration, social work, law, government, communications, or related field
- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, police oversight, and/or civil rights issues

- Excellent communications skills, including writing, public speaking and presentation skills
- Ability to listen to and interact sensitively with groups expressing a diversity of viewpoints
- Familiarity with website design
- Oral and written foreign language skills a plus

.To Apply:

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare/ess>

Click on Recruiting Activities/Careers and Search for Job ID #

All other applicants, please go to www.nyc.gov/career/search and search for Job ID#

PLEASE DO NOT EMAIL, MAIL OR FAX YOUR RESUME TO DOI DIRECTLY.

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.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

Post Date:

Post Until: Filled

The City of New York is an Equal Opportunity Employer.