

**City of New York**  
**Department of Information Technology & Telecommunications**  
**Job Posting Notice**

<b>Civil Service Title:</b> Business Promotion Coordinator	<b>Level:</b> 02
<b>Title Code No:</b> 60860	<b>Salary:</b> \$57,976/\$66,672 - \$70,000
<b>Business Title:</b> Broadcast Standards & Practices Specialist	<b>Work Location:</b> Manhattan
<b>Division/Work Unit:</b> MOME	<b>Number of Positions:</b> 1
<b>Job ID:</b> 260407	<b>Hours/Shift: Day-</b> Due to the necessary support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or evenings.

**Job Description**

**(NYC Residency is required within 90 days of appointment)**

The Mayor's Office of Media and Entertainment is comprised of two divisions: The Office of Film, Theatre, and Broadcasting, and NYC Media. The Office of Film, Theatre and Broadcasting serves as a one-stop shop for the entertainment industry and promotes New York City as a thriving center of creativity, issuing permits for productions filming on public property, and facilitating production throughout the five boroughs. NYC Media is the City's official broadcast network and media production group, with programming that informs, educates, and entertains New Yorkers about the City's diverse people, neighborhoods, services, attractions, and activities.

NYC Media is seeking a Broadcast Standards & Practices Specialist, who will be responsible for the screening and evaluation of content, including programming and underwriting spots to ensure compliance with approved standards and practices of the organization and FCC regulations.

The primary functions are:

- Review and issue notes on content for compliance with regulatory and administrative standards and acceptability for air;
- Review and issue detailed notes on all programming and promotional material for air and other platforms for acceptability for air;
- Effectively communicating any necessary edits or concerns to internal and external entities;
- Ensure that established and emerging FCC mandates are communicated to and understood by relevant departments and producers;
- Ensure all aired content complies with federal policies, contracts and defined corporate standards for suitability;
- Collect all relevant deliverables from outside production partners and programmers for accurate filing of FCC materials;
- Responsible for collecting information for, reviewing content of and reviewing the placement of underwriting spots within programming;
- Coordinate and collaborate with teams across the organization, including Production, Legal and Communications.

**Minimum Qualification Requirements**

1. A masters degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science;  
or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following:
  - a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development;
  - or
  - b. analysis of business records and documents to determine eligibility of businesses for programs and services; or
  - c. economic, market or site research and analysis for business and neighborhood development; or
  - d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs;
  - or
3. An associate degree or 60 semester credits from an accredited college and three years of full-time satisfactory experience as described in "2" above;  
or
4. A satisfactory combination of education and experience which is equivalent to "1", "2", or "3" above. However, all candidates must have least 60 semester credits from an accredited college or university.

**Preferred Skills**

The preferred candidate should possess the following:

- 4 year college degree or equivalent required;
- 5+ years work experience in entertainment, legal, programming and/or production required, including at least 2 years of clearance/S&P experience;
- Ability to communicate effectively, both verbally and in writing, with various internal departments, subordinates, superiors, producers, and sponsors;
- Ability to spot issues, problem solve, and be able to apply extreme attention to detail;
- Outstanding ability to manage multiple priorities while delivering high level results;
- Collaborates effectively with others to identify and resolve issues;
- Proactive approach to problem solving, efficiency and effectiveness strategy tactics;
- Ability to drive innovation and creativity at every level;
- Exhibits a personal responsibility and commitment to his/her work; follow-through and accountability;
- Excellent negotiation skills with a good ability to influence and negotiate mutually agreeable outcomes;

- Experience in public broadcasting preferred.

**To Apply**

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #260407  
For all other applicants, please go to [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for Job ID #260407

-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

**Posting Date:** September 19, 2016

**Post Until:** Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.