

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

Civil Service Title: Operations Communications Specialist	Level: I
Title Code No: 20271	Salary: \$21.00 - \$27.00 Frequency: Hourly
Business Title: Press Officer (Part-Time)	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Public Information	Number of Positions: 1
Job ID: 273271	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction (DOC) is one of the largest municipal jail systems in the United States providing for the care, custody and control of persons accused of crimes or convicted and sentenced to one year or less of jail time. The Department manages 12 inmate facilities, 9 of which are located on Rikers Island. In addition, the Department operates two hospital Prison Wards (Bellevue and Elmhurst hospitals) and court holding facilities in each borough.

The DOC seeks to recruit a Press Officer for the Public Information Unit. The selected candidate will work closely with senior executives, the internal communications specialist will help establish organizational messages and keep staff informed of developments. The Press Officer's responsibilities will include but are not limited to the following:

- Develop formal and informal communications, using a variety of channels and tools.
- Work with stakeholders to assess communication needs, determine timing and delivery, and tailor messages for specific audiences.
- Help prepare newsletters, proposals, presentations, training, and other communication materials.
- Be able to juggle and prioritize multiple projects at once.
- Help establish an internal short-term and long-term communications strategy in conjunction with senior managers.
- Ensure communication strategy is consistent and reflects the organization's strategic vision.
- Ensure department initiatives and projects are successfully communicated to employees and stakeholders.
- Plan, edit and write content for a variety of internal communications mediums, such as a staff intranet, monthly magazine or regular email bulletin. You may also be required to work on the layout of content.
- Draft messages or talking points for senior executives.

Minimum Qualification Requirements

1. Six months of full-time satisfactory experience operating two-way radio equipment involving the extensive receiving, logging and sending or radio transmissions in English (Citizen Band radio experience is not acceptable); or
2. Six months of full-time satisfactory experience as a telephone dispatcher involving the extensive receiving, logging and sending of messages in English (telephone operator experience is not acceptable).

Preferred Skills

- 3 -5 years experience in external/internal writing business communications
- Ability to problem solve and appropriately customize messages in a professional writing manner
- Excellent writing, editing and proofreading skills as well as the journalistic ability to source stories from employees.
- Good interpersonal and relationship-building skills in order to work with communications.
- Creative ability to devise communication strategies digital skills: familiarity with information technology, especially digital and video means of communication, is essential.

Special Note

Candidates for interview will be required to provide a writing sample.

Residency Requirement

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.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 273271

For all other applicants: Go to <https://a127-jobs.nyc.gov> and search for Job ID# 273271

Submission of a resume is not a guarantee that you will receive an interview.

Only candidates under consideration will be contacted.

Posting Date: 11/28/16	Post Until: 12/12/16
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