

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

Civil Service Title: Executive Program Specialist	Level: M5
Title Code No: 06824	Salary: \$64,922/\$70,011 - \$130,000
Business Title: Executive Director, Press Credentials Unit	Work Location: New York, NY
Division/Work Unit: Mayor's Office of Media and Entertainment	Number of Positions: 1
Job ID: 468564	Hours/Shift: Day - Due to the necessary management duties of this position in a 24/7 operation, candidate may be required to be on call and/or work various shifts such as weekends and/or nights/evenings.
Job Description (New York City Residency required within 90 days of appointment)	
<p>The City of New York (City) Mayor's Office of Media and Entertainment (MOME) works to support New York City's thriving creative economy and make it accessible to all. The agency comprises five divisions: the Office of Film, Theatre and Broadcasting, which coordinates film and television production in public places; NYC Media, the largest municipal television and radio broadcasting entity in the country; workforce and educational initiatives in film, television, theater, music, publishing, advertising and digital content; the Office of Nightlife, which supports the sustainable development of New York City's nightlife industry; and the Press Credential Unit.</p> <p>In New York City, a valid City government-issued press credential entitles the holder to (1) cross police lines, fire lines or other restrictions, limitations or barriers established by the City at emergency, spot, or breaking news events and public events of a non-emergency nature where police lines, fire lines or other restrictions, limitations or barriers established by the City have been set up for security or crowd control purposes, and (2) attend events sponsored by the City government that are open to members of the press.</p> <p>By Local Law 46 of 2021, the City transferred the authority to issue press credentials from the NYPD to MOME, effective January 20, 2022. MOME is in the process of establishing the office, and the Executive Director will be the first in this role at MOME.</p> <p>Under general direction, with wide latitude for the exercise of legal knowledge, judgment and experience the Executive Director will:</p> <ul style="list-style-type: none"> • Oversee the establishment of the Press Credential Unit; • Transition the office from NYPD to MOME; • Coordinate the office's operational needs with the Department of Citywide Administrative Services, Department of Information Technology and Telecommunications, and other City agencies; • Hire, supervise, and evaluate staff in the Press Credential Unit; • Draft and review guidance documents including operational policies and procedures and guidance to journalists and news organizations; • Work with the associate general counsel for the Press Credential Unit to develop policy and promulgate regulations; • Work with other senior level MOME staff on Press Credential Unit operations, such as communications to the public and budgeting; • Lead training sessions for Press Credential Unit staff, NYPD employees, and other City government staff; • Testify at City Council hearings about the Press Credential Unit; • Liaise with NYPD, OATH, and the Law Department and stakeholder journalists and news organizations; • Provide regular reports to the MOME Commissioner and City Hall on Press Credential Unit operations and make recommendations for improvements. 	
Minimum Qualification Requirements	
<p>1. A baccalaureate degree from an accredited college and four years of satisfactory full-time experience related to projects and policies required by the particular position;</p> <p>or</p> <p>2. Education and/or experience which is equivalent to "1" above.</p>	
Preferred Skills	
<p>The preferred candidate should possess the following:</p> <ul style="list-style-type: none"> • Exceptional leadership and judgement, with a high level of organizational time and project management, problem-solving and decision-making skills; • Experience working in a permitting or licensing agency or in a press credentialing unit, a news media organization, or in a position that involves working with the press; • Exceptional diplomacy and communication skills (both written and verbal) including the ability to work with individuals at various levels including executives; • A minimum of five years of supervisory, operational, and management experience, including the ability to delegate effectively. 	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #468564 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #468564</p>	
<p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: August 2, 2021 REVISED	Post Until: Filled

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