

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Administrative Public Information Specialist	Level: M2
Title Code No: 10033	Annual Salary: \$54,740 / \$59,032 - \$146,276
Office Title: Press Secretary	Work Location: 59-17 Junction Blvd., Flushing, NY
Division/Work Unit: Bureau of Communications & Intergovernmental Affairs /Communications	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

As Press Secretary for the Department of Environmental Protection (DEP), the selected candidate will represent the agency as spokesperson for inquiries from the press, other media and officials; attend conferences as agency spokesperson, arranges press interviews with agency officials. In cooperation with the Mayor's Press Office, candidate will create and implement plans for proactive coverage that educates and informs the general public about the scope and importance of the Agency's work; develop story ideas for media coverage of the Agency's operation; write press releases, speeches and letters; write and edit brochures, newsletters, press releases, website content, background papers and other publications; assist with the development and editing of internal publications, including annual reports and newsletters; analyze, interpret and explain complex and technical documents and reports to the media, government officials and the public; stay current with media reports on environmental related articles and programs, anthologizes and circulates articles; promote new programs of the Agency through wider media coverage, website and customer service; and assist in managing and developing the Agency's social media presence. Candidate will also be responsible for supervising staff in preparation of public information releases to the media including newspapers, magazines, radio and television; travel to upstate DEP locations to cover public events and press conferences; and perform 24 hour on call press duty as needed. (Required to be on call after business hours, weekends and holidays)

Qualification Requirements

1. A baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; *or*
2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

Essential Skills

Must possess strong verbal & written communication skills. A driver's license valid in the State of New York preferred. Experience with video and digital media communications a plus.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word

placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 3/23/2012	Post Until: 4/5/2012	JVN: 826-12-99675-CIA
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The City of New York is an Equal Opportunity Employer