

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Administrative Public Information Specialist, M4	TITLE CODE NO.: 10033- M4
OFFICE TITLE: Assistant Commissioner for External Relations	SALARY: \$68,238 to \$115,000
DIVISION/WORK UNIT: External Relations	WORK LOCATION: 156 William Street, New York, New York 10038
HOURS 35 Hours Per Week (Minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. DYCD seeks to appoint an *Assistant Commissioner for External Relations* who will, under the direction of the Chief of Staff, with wide latitude for the exercise of independent action and decision making, develop, implement and oversee the Agency's external relationships and communications strategies. Specifically, the Assistant Commissioner will:

- Serve in a sensitive position of trust as representative for the Commissioner and DYCD.
- Oversee intergovernmental and community relationships, develop external collaborations, prepare testimony before the New York City Council.
- Collaborate with the private sector and foundation community on the design of partnerships in youth development programs.
- Serve as the principal liaison to the City Hall Office of Intergovernmental Affairs.
- Serve as the DYCD link to Legislative Affairs at the City, State and Federal levels.
- Prepare testimony and background materials for City Council hearings.
- Serve as the liaison to community leaders.
- Direct liaison activities and the dissemination of pertinent information relative to DYCD policies and procedures to the 59 Community Boards.
- Represent DYCD at special youth service projects and events sponsored by Community Boards, Youth Coordinators, and/or Community-based Organizations.
- Oversee community liaison staff and functions.
- Provide direction for planning, developing and implementing Communications materials and programs that facilitate productive relationships with local officials and community groups.
- Develop partnerships with Community Boards, Neighborhood Advisory Boards, Community based organizations, City, State and Federal partners.

PREFERRED SKILLS:

- At least eight years of substantive, impressive and progressively responsible community experience in a governmental entity or community based organization.
- Proven strategist with management expertise.
- Advance degree preferred (including Juris Doctor).
- Strong demonstrated communication skills (both written and oral).
- Familiarity with the diverse communities of New York City.
- Multi-lingual.

At the time of interview, all candidates will be asked to submit relevant writing samples

MINIMUM QUALIFICATIONS:

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.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL

NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT

Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.

To APPLY:

Search for the Job ID #151109

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 6/2/2014

POST UNTIL: Until Filled

JOB ID #: 151109

The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.