

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Associate Public Information Specialist II</u>	Salary:	<u>\$47,342 - \$66,848* \$53,496 - \$66,848**</u>
Title Code:	<u>60816</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Deputy Director of Public Affairs</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Executive/External Affairs/Public Affairs</u>		

Job Description

- Assist the Director in managing the agency's response to day-to-day inquiries from the press and manage press inquires in the Director's absence; assist the Director of Public Affairs in soliciting media coverage for DFTA events and programs.
- Write and edit speeches, testimony, talking points, presentations and briefings for the Commissioner and other senior staff, in addition to writing press releases, media advisories, press kits, opinion pieces, letters to the editor, radio and television scripts among other communication related efforts.
- Assist in the maintenance of DFTA's website
- Supervise the operations of DFTA's Outreach Unit that provides comprehensive assistance, information and referral services to seniors and their families at events in the community.
- Supervise the overall operation of the publication's unit making certain that all DFTA's publications are up-to-date.
- Manage DFTA's 311 operations.
- Assume responsibility for other Public Affairs projects as necessary.

*Non-City rate

**City incumbent rate

Minimum Qualifications

A master's degree in journalism or public relations from an accredited college; or a baccalaureate degree from an accredited college and one year of full-time satisfactory experience in public relations, journalism or advertising; or an associate degree or completion of 60 credits from an accredited college and two years of full-time, satisfactory experience in public relations, journalism or advertising; or the equivalent in education and/or experience. However, all candidates must have at least 60 credits from an accredited college. To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements described above for Assignment Level I, at least one additional year of full-time experience in public relations, journalism, or advertising.

Preferred Skills

- Communications professional with thorough media relations experience.
- Very strong writing and editing skills; creative and highly organized.
- Attention to detail, demonstrated ability to follow-through, and good inter-personal skills are essential.
- Sensitivity, discretion, and personal ownership of projects and request.

NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.

TO APPLY

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID # 118570

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 118570

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: April 1, 2013	Post Until: Filled	Posting No. 125-13-16-cw
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WE ARE AN EQUAL OPPORTUNITY EMPLOYER