

**DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
JOB VACANCY NOTICE**

Civil Service Title: Principal Administrative Associate 3

JVN # 858-08-1959

Title Code Number: 10124 **Salary Range:** \$42,518 - \$64,979

Office Title: Rights & Clearances/Syndication Associate **Work Location:** 1 Centre Street

Division/Work Unit: NYC Media Group **Number of Positions:** 1

Hours/Shift: Day*

JOB DESCRIPTION

(New York City Residency required within 90 days of appointment)

Responsibilities will include: Serve as a liaison with the Agency's legal team to formulate contract agreements; Monitor, track, document, and plan ongoing follow-through for licensing and prospecting activity; work with international and domestic licensees and partners on content and technical issues, including content requests, Rights & Permission procedures, and production and delivery processes; process technical requests; implement and maintain ongoing communication framework involving licensee content, copyright restrictions and other regulations; optimize content reuse across international and domestic licensees and partners; minimize costs associated with content deliveries and encoding; reconcile and resolve duplicative requests to Rights & Permissions; support business development; strategize content offerings and delivery optimization for potential deals as well as source materials; create and manage content syndication packages for business development; participate in marketing functions to assist with potential and existing partners.

*Due to the nature of the operations of a television station, business necessities may require that you work various shifts such as weekends and/or evening shifts.

PREFERRED SKILLS

The preferred candidate should possess the following: Working knowledge of applicable copyright and trademark laws; Knowledge of FCC regulations as they apply to public television and radio; Prior experience in the entertainment/media fields as they relate to Licensing for film/video production, stock footage, or other related industries; Excellent Organizational, verbal, written communication, negotiation, presentation and interpersonal skills with a high degree of attention to detail

CIVIL SERVICE QUALIFICATION REQUIREMENTS

1. A Bachelor's Degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty.-OR-
2. An Associate's Degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described above. -OR-
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described above. -OR-
4. Education and/or experience equivalent to above. However, all candidates must possess the one year of administrative or supervisory experience as described above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:

Department of Information Technology and Telecommunications (DoITT)
Recruitment Office

75 Park Place – 9th Floor, New York, NY 10007

Or

E-mail to TV@doitt.nyc.gov

POST DATE: 8/15/07

POST UNTIL: Filled

JVN: 858 / 08 / 1959

(agency code/fiscal yr./number)