

**City of New York
OFFICE OF THE ACTUARY
Job Posting Notice**

Civil Service Title: ADMINISTRATIVE PUBLIC INFORMAT	Level: M1
Title Code No: 10033	Salary: \$53,051.00/\$57,210.00-\$145,991.00 Frequency: ANNUAL
Business Title: Director of Communications	Work Location: 255 Greenwich Street
Division/Work Unit: Actuary	Number of Positions: 1
Job ID: 249672	Hours/Shift: Monday through Friday, 9:00 am to 5:00 pm, 35+ hours per week

Job Description

The New York City Office of the Actuary (OA) provides actuarial services to the City's five actuarially-funded Retirement Systems and other funds, including Variable Supplements Funds, Tax-Deferred Annuity Programs, life insurance funds, closed pension fund and the New York City Health Benefits Program. In addition, the NYCOA provides actuarial information -- pension and Other Postemployment Benefits (OPEB) -- to employers, City and State legislative bodies, labor organizations, oversight agencies and active and retired members. The OA currently communicates this actuarial information through extensive, highly detailed reports, memoranda and other correspondences. Many of the reports are listed on the OAs website on nyc.gov for public access. The NYCOA is seeking an experienced communications specialist to oversee the improvement and expansion of the agencies development and dissemination of actuarial information to its stakeholders. This effort incorporates improving the design and development of the agencies reports, correspondences and presentations to make the actuarial data reporting more user friendly. The successful candidate will report to the senior leadership of the NYCOA. The selected candidate will be responsible for: Working with senior leadership to research, develop and implement a cohesive and comprehensive communications strategy to support the agencies mission, goals and objectives. This will include, but is not limited to, designing and formatting actuarial reports for stakeholder and public consumption, assisting in responses to press/media, developing presentations and speeches for internal and external events, communicating internal agency information to employees, enhancing agency website content. Working with Information Technology staff in overseeing the development and maintenance of the OAs website, OAs intranet and other social media channels (e.g., Facebook, Twitter, etc.), including developing and publishing content for publication on these sites; Writing content and directing others to write content to develop clear and concise communications to OA employees, the OAs clients and stakeholders, and the public. This includes assisting in responses to FOIL requests, records management surveys and inquiries that come through the OAs website CONTACT NYCOA. Performing special projects, as needed (e.g., revamp agency Mission and Vision statements, administer employee surveys).

Minimum 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.

Preferred Skills

Strong organizational and planning skills, professional manner, proven ability to meet deadlines; Excellent verbal and written communication skills; Strong knowledge of editing principles and grammar; Strong ability to communicate ideas creatively and in plain language; Ability to grasp complex concepts to create, coordinate and disseminate information clearly and expeditiously; Demonstrated knowledge of publishing content under strict deadlines and with accuracy; Strong knowledge of Microsoft Word, PowerPoint and Outlook; Team player; Knowledge of public pension plans a plus.

Additional Information

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

To apply for this position, please submit your resume and cover letter electronically using one of the following: CITY EMPLOYEES: Please

apply through Employee Self Service (ESS) at www.nyc.gov/ess . Search for Job ID No. 249672 ALL OTHER APPLICANTS: Please go to <https://a127-jobs.nyc.gov> (or www.nyc.gov/careers) to submit your application. Search for Job ID No. 249672 We thank all who apply but only those applicants under consideration will be contacted for interviews.

Recruitment Contact

Posting Date: 08/15/2016

Post Until: Filled

The City of New York is an Equal Opportunity Employer