

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice

Civil Service Title: Staff Analyst	Level: 01
Title Code No: 12626	Salary: \$45,358.00 - \$52,162.00
Office Title: Outreach and Communications Coordinator	Work location: 1 Centre St., N.Y.
Division/Work Unit: DCPS/Fellowship Programs	Number of Positions: 1

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) is seeking to hire a Staff Analyst to work within the Bureau of Personnel Development's Office of Fellowship Programs who will function as an Outreach and Communications Coordinator. Under supervision, with latitude for independent judgment, the candidate will support and assist the Director in all phases of the Urban Fellows Program with specific responsibilities that involve writing grants and proposals, maintaining the website, creating and editing newsletters, working on outreach efforts to colleges across the country, and creating a photographic archive of program activities. The candidate will also serve as liaison to program alumni. In addition, the candidate will assist all other program activities as needed which includes arranging and attending seminars, trips and events and participating in recruitment and selection of Fellows, the application process and any other program activity as needed.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field; or
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning or fiscal management; or in a related area.

Special Note:

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

New York City residency required within 90 days of appointment.

Essential Skills

The candidate should be highly organized and be attentive to details; demonstrate interest in public service and have excellent computer skills in Word, Excel, Access and desk top publishing.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006046. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator
DCAS/Human Resources Office
1 Centre Street, 17th Floor North
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 09/2/2009

Post Until: 11/2/2009

JVN: 868-2010-006046

The City of New York is an Equal Opportunity Employer.