

NEW YORK CITY
DEPARTMENT OF CULTURAL AFFAIRS
JOB VACANCY NOTICE

Office Title: Administrative Assistant	Salary: New Hire Min. \$44,970 - Incumbent Min. \$48,496 Max. Flat Rate
Civil Service Title: Secretary to the Commissioner Cultural Affairs	Work Location: 31 Chambers Street 2 nd floor, New York, NY 10007
Title Code: 95012	Work Unit: Executive

Job Description:

The Department of Cultural Affairs (DCLA) provides support for the 34 City-owned cultural institutions as well as hundreds of not-for-profit cultural organizations and programs throughout the five boroughs. This constituency represents an astonishingly diverse array of internationally renowned cultural organizations, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, as well as community-based organizations and arts education programs.

This position will perform a broad scope of administrative duties in the Commissioner's office that require maintaining a high degree of confidentiality and accuracy, taking independent initiative, and working with all levels of agency staff and other city agencies to implement special projects and follow up on requests. Diverse responsibilities will include, but are not limited to, the following:

- Provide administrative support to the Commissioner, Chief of Staff, and the Executive Assistant
- Answer and screen telephone calls, messages, mail, and other incoming written materials.
- Assist with scheduling appointments, events and other office work, as well as coordinate onsite and offsite meeting arrangements.
- Help manage day-to-day travel logistics for external appointments and events.
- Help the Executive Assistant and Chief of Staff prepare and coordinate logistical and informational material for meetings, special projects and events, award ceremonies, seminars and other agency initiatives.
- Assist with writing responsibilities, including official correspondence, memoranda and special reports.
- Organize and maintain the Commissioner's Unit files.
- Work closely with the Executive Assistant and Chief of Staff to support the operations of the Commissioner Office, which include project management, and responding to inquiries from the agency's constituent organizations, the Mayor's Office, City agencies, elected officials and the general public.

Preferred Skills

The preferred candidate must have excellent interpersonal and communication skills (both verbal & written); solid scheduling, organizational and computer skills are required. The ability to efficiently and promptly handle and prioritize multiple tasks simultaneously while meeting deadlines and changing priorities is critical. The ability to deal with a diverse constituency and work productively under pressure, both independently and as a team member is essential. A working knowledge of, and interest or experience in, the City's arts and cultural community is a plus, as is a general knowledge of New York City government.

Qualification Requirements

1. High School graduation or evidence of having passed an examination for the high school equivalency diploma or the US Armed Forces GED certificate with a score of at least 35 on each of the five tests and overall score of at least 225 in the examination for the diploma or certificate and three (3) years of stenographic experience including one (1) year as secretary; or
2. Graduation from an accredited community college with an associate degree with a major in executive secretarial work and one (1) year of experience as a secretary; or
3. Graduation from an accredited college with a baccalaureate degree and one (1) year of experience as a secretary; or
4. A satisfactory equivalent combination of education and experience.

To apply submit resume & cover letter indicating JVN# To:

Recruitment Office, NYC Department of Cultural Affairs, 31 Chambers Street, 2nd Floor, New York, NY 10007 or
Email to crecruit@culture.nyc.gov (Indicate Office Title in subject line)

The City of New York & DCLA is an Equal Opportunity Employer

Date 02/11/08	POST UNTIL Filled	JVN 126-08-11 ESTC
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