

**CITY OF NEW YORK  
DEPARTMENT OF CULTURAL AFFAIRS**

<b>OFFICE TITLE:</b> Executive Assistant to the Commissioner	<b>SALARY:</b> \$45,615 - \$56,000
<b>CIVIL SERVICE TITLE:</b> Community Coordinator	<b>WORK LOCATION:</b> 31 Chambers St., 2 <sup>nd</sup> Floor, New York, NY 10007
<b>TITLE CODE NO:</b> 56058	<b>WORK UNIT:</b> 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 diverse array of internationally renowned and community-based organizations, including performing arts centers, museums, theaters, wildlife centers, botanical gardens, visual arts and film centers, and arts education programs.

Reporting to the Commissioner, the Executive Assistant will have a broad scope of responsibilities that require exercising discretion, taking independent initiative, and working with all levels of staff from the agency, other City offices, and cultural organizations to manage the Commissioner office and implement special projects. Diverse responsibilities will include, but are not limited to, the following:

- Managing daily workflow including scheduling and logistics, prioritization, correspondence, briefings, and project management.
- Responding to inquiries from the agency's constituent organizations, the Mayor's Office, City agencies, elected officials and the general public.
- Coordinates and manages special projects as needed.
- Provides support including the planning and coordination of agency events and programs, meetings, award ceremonies, seminars and other initiatives.
- Researches, advises and coordinates Commissioner's participation in special programs and speaking opportunities.
- Extensive writing responsibilities, including official correspondence, memoranda and special reports.
- Representing the Commissioner in meetings with individuals and organizations
- Supervising Secretary to the Commissioner

**QUALIFICATION REQUIREMENTS**

1. B. A. Degree from an accredited college and two years or experience in community work or community centered activities in a area related to the duties described above or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However all candidates must have at least one year of experience as described in "1" above.

**PREFERRED SKILLS**

The preferred candidate must have excellent writing, analytical and research abilities, along with strong communication skills, attention to detail, and the ability to multi-task. Solid organizational and computer skills are required. 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 City government.

**TO APPLY, PLEASE SUBMIT RESUME & COVER LETTER INDICATING JVN# TO:**

[crecruit@culture.nyc.gov](mailto:crecruit@culture.nyc.gov) **The JVN# MUST be the only text in the subject line of email.** Also please 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: DCLA /Human Resources Office, 31 Chambers St., 2<sup>nd</sup> Fl., New York, NY 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. While we appreciate every applicant's interest, only those under consideration will be contacted. No telephone inquiries please. For more information about DCLA, visit us at: [www.nyc.gov/culture](http://www.nyc.gov/culture) **Appointments are subject to OMB approval.**

The City of New York is an Equal Opportunity Employer

<b>DATED</b> 02/05/10	<b>POST UNTIL</b> 2/22/10	<b>JVN</b> 126-2010-008637
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