

**CITY OF NEW YORK DEPARTMENT OF CULTURAL AFFAIRS
CITYWIDE JOB VACANCY NOTICE**

OFFICE TITLE: Director of External Affairs	SALARY: \$54,740 - \$120,000
CIVIL SERVICE TITLE: Administrative Staff Analyst LV 2	WORK LOCATION: 31 Chamber Street, NY
TITLE CODE: 10026	WORK UNIT: EXECUTIVE

JOB DESCRIPTION:

The New York City Department of Cultural Affairs (DCLA) oversees City support for arts and culture, including appropriations for energy and operating expenses for 34 City-owned cultural institutions, funding for capital projects at these and other cultural organizations, and programmatic funds for over 400 not-for-profit cultural groups. Reporting directly to the Commissioner the candidate selected for this position will serve as the Director of Public Affairs. Diverse responsibilities will include but are not limited to the following:

Develops and executes public relations strategies to advocate for and promote NYC's non-profit cultural community. Coordinates and prepares agency responses to press and public inquires. In collaboration with agency staff, helps organize and implement programs, seminars and special events. Represents the agency on various special projects as needed. Serve as agency liaison with the Mayor's Press Office, the Mayor's Office of Intergovernmental Affairs, and City Legislative representatives on concerns relating to DCLA and its constituents. Draft hearing testimony, speeches, and policy statements on cultural issues.

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 or a closely related field, and two year of satisfactory full time professional experience working with the budget of a large public or private concern in budget administration, accounting economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or in personnel public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, Labor market research, economic planning, social services program planning/evaluation, and fiscal management or in related area. 18 months of which must have been in executive managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the area described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience, including the 18 months of executive managerial , administrative or supervisory experience, as described in "1" above;

New York City Residency is required within 90 days of Appointment

Preferred Skills:

The preferred candidate must have excellent event management, community relations, writing and communications experience. Strong research and analytical skills are a must, as is knowledge of New York City's non-profit cultural community Also very important is the ability to deal with a diverse constituency and work productively under pressure, both independently and as a team member.

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

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 Street, 2nd 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 **Appointments are subject to OMB approval**

The City of New York is an Equal Opportunity Employer

DATED: February 5, 2010	POST UNTIL: February 22, 2010	JVN: 126-2010-008639
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