

NEW YORK CITY
DEPARTMENT OF CULTURAL AFFAIRS
JOB VACANCY NOTICE

Office Title: Secretary to the Commissioner Cultural Affairs	Salary: New Hire Min. \$48,640 - \$52,453
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 33 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:

- Manage and schedule appointments, events and other office work as well as coordinates onsite and offsite meeting arrangements.
- 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.
- Prepare and coordinate logistical and informational material for meetings as well as prepare briefings and agenda items for meetings and keeps Commissioner and Executive Assistant informed of all pending matters.
- Help manage day-to-day travel logistics for external appointments and events.
- 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:

Please email your cover letter & resume To: recruit@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 & DCLA is an Equal Opportunity Employer

Date 05/21/10	POST UNTIL Filled	JVN 126-2010 - 010514
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