

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

<b>Civil Service Title:</b> Associate Public Information Specialist	<b>Level:</b> II
<b>Title Code No:</b> 60817	<b>Salary:</b> \$54,000 - \$66,000
<b>Office Title:</b> Associate Public Information Specialist	<b>Work location:</b> 1 Centre Street
<b>Division/Work Unit:</b> Energy Management	<b>Number of Positions:</b> 1

**Job Description**

The Department of Citywide Administrative Services' Energy Management Line of Service (DEM) oversees the implementation of the *Long-Term Plan to Reduce Energy Consumption and Greenhouse Gas Emissions of Municipal Buildings and Operations (Long-Term Plan)*—an expansion of the City's PlaNYC Energy Initiative to cut greenhouse gas emissions in City government operations 30 percent by 2017. The Division also manages the purchase of electricity, natural gas and steam for City-owned and operated facilities, processing utility bills and developing the City's annual energy budgets for 80 agencies and more than 4,000 facilities.

DEM is seeking an Associate Public Information Specialist II to assist a wide variety of City agencies better manage energy consumption and reduce emissions. Under the direction of the director, the project manager will create outreach materials including informational publications, web-based material, and social media posts. The project manager will also manage DEM's training program and establish and maintain effective working relationships with agency energy teams, assist with planning special events and annual meetings, and maintain the division's website.

**Responsibilities**

Under the leadership of the Deputy Assistant Commissioner, Project Manager will:

- Assist with the development of monthly client agency meetings;
- Work with the DEM Executive team to ensure achievement of PlaNYC 30x17 goals relating to reducing municipal energy use;
- Create outreach materials and informational publications and distribute to agencies;
- Update and maintain DEM's website and social media sites;
- Manage DEM's citywide training program;
- Assist with planning special events.

**Qualification Requirements**

1. A master's degree in journalism or public relations from an accredited college; or
2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in public relations, journalism or advertising; or
3. An associate degree or completion of 60 credits from an accredited college and two years of full-time satisfactory experience in public relations, journalism or advertising; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must have at least 60 credits from an accredited college.

**For Assignment Level II**

To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements described above for Assignment Level I, at least one additional year of the full-time experience in public relations, journalism, or advertising.

**To Apply:**

Please go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID#: 120853

**NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED**

Post Date: 6/6/13	Post 7/6/13	JVN: 868-2013-121041
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The City of New York is an Equal Opportunity Employer