

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Staff Analyst	Level: 02
Title Code No: 12626	Salary: \$50,644 / \$58,241 - \$64,864
Office Title: N/A	Work Location: 59-17 Junction Blvd. Flushing NY
Division/Work Unit: Bureau of Communications & Intergovernmental Affairs Communications & Marketing Unit	Number of Positions: 1

Hours/Shift: 35 Hours/Day

Job Description

The selected candidate will assist the Chief of Staff in the Communications & Marketing Unit with the production and organization of special events such as conferences, forums and workshops. Coordinate and organize the creation, design and implementation of displays used at outreach functions and events as well as develop exhibitions. Manage the calendar of tours and speaking engagements. Compile literature, data, analyze and prepare special project reports. Assist in monitoring the Public Outreach Calendar and prepare bi-weekly reports. Will also work on the development of promotional items and outreach campaigns.

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, urban studies or a closely related field; *or*
2. A baccalaureate degree from an accredited college and two years of satisfactory full-time professional experience working in one or a combination of the following areas: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, or fiscal management; or in related area.

Special Note: To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements, one additional year of professional experience as described in "2" above.

Essential Skills

Self starter
 Well organized
 Ability of communicate effectively, orally and in writing
 Proficient in MS Office Suite, Adobe illustrator and MS Excel

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right CORNER of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

NYC Residency is required within 90 days of appointment

Appointments are subject to OMB approval

Post Date: 05/26/2009

Post Until: 06/09/2009

JVN: 826-09-005077-CIA

The City of New York is an Equal Opportunity Employer