

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

Civil Service Title: Administrative Staff Analyst (NM)	Level: N/A
Title Code No: 1002A	Annual Salary: \$49,510 / \$56,937 - \$88,649
Office Title: Marketing Manager	Work Location: 59-17 Junction Blvd., Flushing, NY
Division/Work Unit: Bureau of Communications & Intergovernmental Affairs Marketing Unit	Number of Positions: 1

Hours/Shift: 35 Hours/Day

Job Description

The selected candidate functioning as Marketing Manager will create proposals for Agency to have "Official" status at various outreach events; will be involved in organizing, attending and transporting materials for public outreach events in coordination with existing schedule of events that include: festivals, fairs, school visits, and Greenmarket locations throughout the City during work and non-working hours and some weekends; will manage staff at simultaneous events to distribute outreach and educational materials to the public on the NYC water supply and wastewater treatment; and conduct site inspections to facilitate event logistics when the Department sponsors events as part of the outreach efforts. In addition, the candidate will also perform special assignments as requested by the Department's Director of Marketing and Partnerships.

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, and two years of satisfactory full-time professional experience in one or a combination of the following: 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 or 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, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; *or*
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

Essential Skills

The selected candidate must have the ability to communicate effectively and must be well organize.

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: 06/21/2010

Post Until: 07/06/2010

JVN: 826-10-10901-CIA

The City of New York is an Equal Opportunity Employer