

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

Civil Service Title: Administrative Public Information Specialist	Level: M1
Title Code No: M10033	Annual Salary: \$90,000 - \$136,198
Office Title: Director of Marketing	Work Location: 59-17 Junction Blvd., Flushing NY
Division/Work Unit: Bureau of Communications & Intergovernmental Affairs/ Communications	Number of Positions: 1
Hours/Shift: 35 Hour per Week/Day	Agency Tracking #: N/A

Job Description

DEP is the largest municipal water and wastewater utility in the nation, providing world-class water to nine million New Yorkers, improving water quality in the New York harbor to its highest levels in over 100 years, enforcing the city's air and noise regulations, and managing the City's sustainable energy projects. The selected candidate will work directly with the Associate Commissioner of Communications & Intergovernmental Affairs; establish effective marketing strategies for the city's water & wastewater utility by creating agency-wide and issue-specific public information campaigns; create new ways to communicate with DEP's customer base and its consumers and continue to expand DEP's efforts for increase awareness of New York City's world-class drinking water by establishing its brand, NYC Water and the infrastructure needed to support it; and use grass-roots marketing tactics and establish new strategic partnerships with other city agencies as well as private companies and organizations.

Qualification Requirements

1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; *or*
2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

Essential Skills

Must possess strong verbal & written communication skills.

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

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 4/11/2012

Post Until: 4/24/2012

JVN: 826-12-100314-CIA

The City of New York is an Equal Opportunity Employer