

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

Civil Service Title: Administrative Public Information Specialist	Level: M1
Title Code No: 10033	Annual Salary: \$49,492 / \$53,373 - \$136,198
Office Title: Director of Community Partnerships	Work Location: 59-17 Junction Blvd.; Flushing NY
Division/Work Unit: Bureau of Communications & Intergovernmental Affairs/Office of Community Partnerships	Number of Positions: 1
Hours/Shift: 35 Hours per week/Day	Agency Tracking #: N/A

Job Description

DEP interacts with communities around the city and in the upstate watershed on dozens of capital projects at varying stages of planning, design, approval, construction, and completion. The Director of Community Partnerships plays a large role in effectively communicating the policies and procedures of one of New York City's largest agencies with a focus on community based outreach; and will be a senior member of the Bureau of Communications & Intergovernmental Affairs staff. The selected candidate will direct and supervise the Bureau's activities with Community Monitoring Committees and Citizen Advisory Committees. The Director will develop overall strategies and will manage the outreach efforts associated with capital projects, as well as answer inquiries from elected officials and community boards, and the work of numerous on-going citizen advisory committees (CACs). Examples of on-going projects on which the Director will work are: the Newtown Creek Wastewater Treatment Plant, the Hunts Point Wastewater Treatment Plant, the Croton Filtration Plant, and construction of the shaft sites for City Water Tunnel No. 3. The Director will also oversee staff working with community boards and civic groups in assessing and anticipating community/local problems, needs and concerns; and ensure effective and timely service delivery to constituents, government agencies and officials, by responding to complaints and inquiries. He/She will supervise staff in obtaining and disseminating budget information and materials among DEP Bureaus; attend meetings within the agency's properties and at offsite locations; attend community board meetings and public hearings for projects during the day and evening throughout the year; and represent DEP in meetings with elected officials, community boards, civic associations and special interest groups.

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.

Preferred Requirements: A baccalaureate degree or Graduate studies in English, Journalism, Political Science or Public Relations and full-time paid experience in public relations, community affairs, journalism or advertising.

Essential Skills

Knowledge of New York City Community Board process; knowledge of Community Board Budget process. Skilled in dealing with elected officials and community groups, recognizing their specialized needs, and having the personal skills needed to effectively work with them to build consent and approval. Ability to communicate effectively verbally and in writing is required.

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: 09/02/2011	Post Until: 09/19/2011	JVN: 826-12-91092-CIA
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The City of New York is an Equal Opportunity Employer