

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION

Citywide Job Vacancy Notice

Civil Service Title: Confidential Assistant to the Commissioner	Level: N/A	
Title Code No: 95236	Annual Salary: \$45,000 - \$55,000	
Office Title: Confidential Assistant to the Commissioner	Work Location: 59-17 Junction Blvd.; Flushing, NY	
Division/Work Unit: Executive Chief of Staff	Number of Positions: 1	
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A	
Job Description		
The selected candidate will serve as a Confidential Assistant to the Commissioner and work directly with the Chief of Staff and other executive staff; will be responsible for policy research and regulations; agency-wide metrics tracking; briefing the Commissioner on policies and events; collect required information and data for special projects; and oversee special projects, as directed.		
Qualification Requirements		
A baccalaureate degree from an accredited college and six months administrative experience. Although no specific academic background is required, candidates should have an interest in environmental issues, water issues, urban policy, and infrastructure, and an open mind to work on projects that may involve new and unfamiliar subject matter.		
Essential Skills		
All candidates are expected to have strong communications and writing skills; proficiency in PowerPoint and Excel; should have excellent organizational skills; ability to handle multiple assignments, keep classified matters confidential, and to be trustworthy.		
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 -18 th Floor - Flushing - NY 11373-5108 <i>OR</i> 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: 09/26/2011	Post Until: 10/11/2011	JVN: 826-12-94320-COS

The City of New York is an Equal Opportunity Employer