

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

Civil Service Title: Administrative Public Information Specialist	Level: M3
Title Code No: 10033	Annual Salary: \$60,740 / \$65,503 - \$162,014
Office Title: Director of Communications	Work Location: 59-17 Junction Blvd., Flushing NY
Division/Work Unit: Communications & Intergovernmental Affairs	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

DEP is the largest municipal water and wastewater utility in the nation, providing world-class drinking 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 Commissioner; manage the public information activities of DEP; oversee the Agency's public information program and the dissemination of information; oversee the editorial staff and supervise internal press staff; collaborate with the Mayor's press office; and work with the intergovernmental and marketing units on overall communications strategies that effectively publicize and convey the Agency's programs and mission. DEP's communications program includes a weekly electronic newsletter to 6,000 employees, weekly press releases, a comprehensive website and social network presence, and numerous publications designed for the general public.

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 consultant 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 consultant experience in public relations, journalism or advertising.

Essential Skills

N/A

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: 03/30/2012

Post Until: 04/13/2012

JVN: 826-12-99946-CIA

The City of New York is an Equal Opportunity Employer