

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: Administrative Public Information Specialist	Level: M-IV
Title Code No: 10033	Salary: \$120,000 - \$140,000 Frequency: ANNUAL
Business Title: Assistant Commissioner, Internal Communications	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: First Deputy Commissioner	Number of Positions: 1
Job ID: 233070	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction seeks to recruit a dynamic candidate to serve as the Assistant Commissioner for Internal Communications. The New York City Department of Correction is responsible for the custody, control, and care of NYC's imprisoned population housed at various facilities throughout New York City. Under executive direction and with wide latitude for independent decision-making and initiative, the incumbent will be responsible for ensuring the DOC internal communication strategy is consistent and reflects the organization's strategic vision. The successful candidate will develop and deploy effective communication strategies and tactics to inform and engage departmental employees; improve audience focused communication, tailoring messaging to drive impact; serve as an internal resource across departments and functions to advise and align communication planning; measure effectiveness and engagement through surveys, focus groups and metrics to evolve the internal communication strategy; support the creation of compelling communication assets that connect employees to departmental objectives, initiatives and goals; identify and leverage effective communication channels across the organization; cultivate employee engagement through building community with impactful messaging; inform and engage employees through activating an internal network to source news for use across channels, town halls, newsletters, intranet, lead local intranet content planning and delivery; partner across teams on intranet enhancement planning and execution to strengthen the employee community and increase connectivity; evaluate and plan modifications and improvements for digital communications; audit communication channels to increase content quality and navigation; research competitive best practices and revolutionary approaches to influence the evolution of employee engagement and communication; provide communications advice to the senior leadership team; and perform related duties as assigned.

Minimum 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 Skills

- Professional experience in internal communications or corporate communications is preferred;
- Exceptional project management skills, interpersonal skills, presentation skills, and writing skills;
- Ability to work effectively and build relationships within all levels in an organization;
- Ability to adapt to rapid change, multi-task, and meet restrictive deadlines;
- Excellent verbal and written communication skills, as well as, strong listening skills;
- An uncompromising commitment to quality; detail oriented; and ability to develop communication strategies;
- Flexibility to attend events as required and to work if needed, outside of standard office hours;
- Extensive knowledge of Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) proficiency with working knowledge of Adobe Creative Suite/Cloud and other communications software;
- Experience with current web practices, supporting technologies, new media (including social media and viral messaging; etc.).

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS)-www.nyc.gov/ess and search for **Job ID# 233070**
For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 233070**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 02/25/16

Post Until: 03/11/16