

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

Civil Service Title: Administrative Public Information Specialist	Level: M-II
Title Code No: 10033	Salary: \$54,740/\$59,032-\$146,276 Frequency: ANNUAL
Business Title: Press Secretary	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Public Information	Number of Positions: 1
Job ID: 151983	Hours/Shift: Day Tour

Job Description

The press secretary will work closely with the Deputy Commissioner of Public Information and will be responsible for handling all inquiries from the press. This person will be required to handle a high volume of inquiries from reporters, members of the public, stakeholders, and is responsible for communicating complex, confidential and nuanced issues with clarity and accuracy. The Press Secretary's job duties and responsibilities will include, but not be limited to:

- Serving as the lead contact for the NYC Department of Correction in responding calls from the Press.
- Actively pitching positive news stories to reporters from local and citywide publications, websites, etc.
- Composing press releases, advisories, speeches, talking points and related presentations and information.
- Preparing senior leaders for media interviews and public events.
- Maintain and expand an extensive list of media contacts and build relationships with reporters and media outlets to ensure accurate coverage of DOC initiatives
- Helping to plan and manage frequent events for staff, stakeholders, etc.
- Participating in on-call weekly rotation on nights and weekends responding to press inquiries
- Writing and editing content for in-house communication tools including web site and other social media platforms, publication and newsletters.
- Responding to a wide variety of public information inquiries
- Communicating effectively, orally and in written materials, to internal and external parties.
- Managing the collection of information in a timely manner from senior managers

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

The preferred candidate should possess experience either as a journalist or as a communications specialist in handling calls from the press, be a self-directed individual with the proven ability to take initiative as a problem solver, capable of multi-tasking and handling high-stress crisis communications situations. The ideal candidate should have the ability to operate in a high-volume, deadline driven environment, understand and communicate information about sensitive criminal justice issues.

Residency Requirement

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. Click on Recruiting Activities > Careers and search for Job ID#151983.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#151983.

Attention: Floretha Bryant

Submission of a resume is not a guarantee that you will receive an interview.
Only those candidates under consideration will be contacted.

Posting Date: 06/17/2014

Post Until: 07/02/2014

The City of New York is an Equal Opportunity Employer