City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Community Coordinator	**Level:** 00
Title Code No: 56058	**Salary:** $54,858-$70,000 **Frequency:** ANNUAL
Business Title: Executive Assistant to Deputy Commissioner for Public Information	**Work Location:** 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Public Information	**Number of Positions:** 1
Job ID: 168588	**Hours/Shift:** Day

Job Description

Reporting directly to the Deputy Commissioner for Public Information, the Executive Assistant will assist in managing the daily operation of the Office of Public Information. Responsibilities will include, but are not limited to the following:

- Oversee the office management systems, including the staff work and assignments, the Deputy Commissioner for Public Information's schedule and Public Information office meetings and project goals;
- Manage all calls and contacts to the Deputy Commissioner for Public Information;
- Perform related work and special projects.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

The preferred candidate will have the skills to act independently and proactively to aid in the smooth and efficient operation of the office. Candidate should be a self-directed individual with the proven ability to take initiative as a problem solver, capable of multitasking and handling high stress situations. Ability to operate in a high-volume, deadline driven environment preferred.

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#: 168588.

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#: 168588.

Attention: Kathleen Madison

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

Posting Date: 09/22/2014	**Post Until:** 10/01/2014

The City of New York is an Equal Opportunity Employer