

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Administrative Staff Analyst (NM)	Level: NM
Title Code No: 1002A	Salary: \$ 57,000-\$65,000 Frequency: ANNUAL
Business Title: External Affairs Associate	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 2
Job ID: 196197	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction is seeking to recruit an External Affairs Associate to partner with the Office of Intergovernmental and Legislative Affairs. The Intergovernmental and Legislative affairs unit serves as the departmental liaison to key external stakeholders, including elected officials, oversight agencies, and other agencies and organizations who are part of the New York City criminal justice system. Under executive direction and with latitude to exercise independent judgement and decision-making, the successful candidate will support the Executive Director of Intergovernmental Affairs, the Director of Legislative Affairs, and other key staff within the Office of Intergovernmental and Legislative affairs. The incumbent is expected to be well-organized, proactive, resourceful, flexible, able to communicate with staff at all levels, adapt within a fast-paced environment, meet deadlines, and perform with a high level of professionalism. Typical duties of this position include but is not limited to:

- Assisting the Executive Director of Intergovernmental Affairs, the Director of Legislative Affairs, and other staff;
- Drafting correspondence and tracking all incoming and outgoing correspondence from stakeholders;
- Ensuring high-quality and timely responses to all legislative inquiries and concerns from oversight bodies pertaining to all activities of the Department;
- Preparing briefings and policy memos, researching articles, newsletters, and other written materials as needed;
- Preparing presentation materials, reviewing reports and documents, prioritizing and managing multiple projects simultaneously;
- As part of the staff within the Commissioner’s Office, assisting with the implementation and management of departmental initiatives;
- Providing administrative and general office support, scheduling appointments, and planning events;
- Performing related duties as assigned.

Minimum Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of executive, managerial, administrative or supervisory experience as described in 1 above

Preferred Skills

Excellent writing, communication, inter-personal, research, problem-solving, and organizational skills;
Proficiency with Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, Access, etc.);
Experience in a high-paced environment, with the ability to manage information and distribute appropriately;
Ability to establish positive working relationships with multiple units and different levels of staff;
Knowledge of interagency collaboration and intergovernmental affairs preferred;
Ability to gather sensitive information and maintain a high level of confidentiality on all matters.

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 and search for Job ID#196197

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#:196197

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 06/04/15	Post Until Filled
-------------------------------	--------------------------

The New York City Department of Correction and The City of New York are Equal Opportunity Employers