

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

<b>Civil Service Title:</b> Administrative Public Information Specialist	<b>Level:</b> M-I
<b>Title Code No:</b> 10033	<b>Salary:</b> \$70,000-\$90,000 <b>Frequency:</b> ANNUAL
<b>Business Title:</b> Press Officer	<b>Work Location:</b> 75-20 Astoria Blvd., East Elmhurst, NY 11370
<b>Division/Work Unit:</b> Public Information	<b>Number of Positions:</b> 3
<b>Job ID:</b> 201055	<b>Hours/Shift:</b> Day
<b>Job Description</b>	
<p>The New York City Department of Correction has a unique opportunity for Press Officers. The candidates will work closely with the Deputy Commissioner of Public Information and will be responsible for handling all inquiries from the press. The incumbents will be required to handle high volume inquiries from reporters, members of the public, stakeholders, and is responsible for communicating complex, confidential and nuanced issues with clarity and accuracy. The Press Officers job duties and responsibilities will include, but not be limited to:</p> <ul style="list-style-type: none"> <li>• Serve as the lead contacts for the NYC Department of Correction in responding to calls from the press;</li> <li>• Actively pitch positive news stories to reporters from local and citywide publications and websites;</li> <li>• Compose press releases, advisories, speeches, talking points, related presentations, and information;</li> <li>• Prepare senior leaders for media interviews and public events;</li> <li>• Maintain and expand an extensive list of media contacts, build relationships with reporters and media outlet to ensure accurate coverage of DOC initiatives;</li> <li>• Help to plan and manage frequent events for staff and stakeholders;</li> <li>• Participating in on-call weekly rotation on nights and weekends responding to press inquiries;</li> <li>• Write and edit content for in-house communication tools including websites, social media platforms, publications and newsletters;</li> <li>• Respond to a variety of public information inquiries;</li> <li>• Effectively communicate to internal and external parties;</li> <li>• Perform related work and special projects.</li> </ul>	
<b>Minimum Qualification Requirements</b>	
<ul style="list-style-type: none"> <li>• 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</li> <li>• 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.</li> </ul>	
<b>Preferred Skills</b>	
<ul style="list-style-type: none"> <li>• Possess experience as a journalist or as a communications specialist in handling calls from the press;</li> <li>• Be a self-directed individual with the proven ability to take initiative as a problem solver;</li> <li>• Be capable of multi-tasking and handling high-stress crisis communications situations;</li> <li>• Possess the ability to operate in a high-volume, deadline driven environment;</li> <li>• Understand and communicate information about sensitive criminal justice issues.</li> <li>• Familiarity with shooting and editing video.</li> </ul>	
<b>Residency Requirement</b>	
<p>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.</p>	
<b>To Apply</b>	
<p>For City employees: Go to Employee Self-Service (ESS) - <a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a> and search for Job ID#: 201055.</p> <p>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#: 201055.</p> <p style="text-align: center;">Submission of a resume is not a guarantee that you will receive an interview.  Only those candidates under consideration will be contacted.</p>	
<b>Posting Date:</b> 07/20/2015	<b>Post Until:</b> 08/10/2015

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