

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

Civil Service Title: Program Specialist	Level: II
Title Code No: 60948	Salary: \$50,702/\$58,307-\$69,211 Frequency: ANNUAL
Business Title: Special Assistant to Deputy Commissioner for Public Information	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Public Information	Number of Positions: 1
Job ID: 157146	Hours/Shift: Day Tour

Job Description

The candidate recruited would report directly to the Deputy Commissioner for Public Information. She/he will assist in managing the daily operation of the Office of Public Information. This person would help oversee the office management systems, including staff work scheduling and assignments, the Deputy Commissioner for Public Information's schedule and Public Information office meetings, and project goals. They will manage all calls and contacts to the Deputy Commissioner for Public Information.

In addition, this person will assist in gathering and writing content for in-house communication tools including web site, publication and newsletters, as well as help to update and post the DOC website content and images as required.

The ideal candidate will be highly organized and interested in playing an integral role in the Office of Public Information. The preferred candidate will have the skills to act independently and proactively to aid in the smooth and efficient operations of the office. They should be a self-directed individual with the proven ability to take initiative as a problem solver, capable of multi-tasking and handling high-stress situation. The ideal candidate should have the ability to operate in a high-volume, deadline driven environment. In addition to strong management and excellent writing skills, this candidate should have experience in Social Media, with knowledge and experience using Twitter and other emerging social media platforms.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university with specialization in public or business administration, sociology, criminology, mathematics, statistics, or related fields; or
2. An associate degree from an accredited college in public or business administration, sociology, criminology, mathematics, statistics, or a closely related field and two years of full-time satisfactory experience in public or business administration, community relations, social work, mathematical or statistical research; or
3. A four-year high school diploma or its educational equivalent approved by a State's Department of Education or a recognized accrediting organization, and four years of Full-time satisfactory experience as described in "2" above; or
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. College education may be substituted for up to two years of experience on the basis of 30 semester credits for one year of experience. However, all candidates must have a four year high school diploma or its educational equivalent.

For Assignment Level II and III, in addition to meeting the qualification requirements above, one additional year of the experience described in "2" above is required for Assignment Level II and two additional years of experience for Assignment Level III

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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#157146.

Attention: Sharen Harris

This position is only open to Department of Correction employees who are permanent in the title of Program Specialist or employees who applied for the Program Specialist examination.

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

Only those candidates under consideration will be contacted.

Posting Date: 07/30/2014

Post Until: 08/14/2014

The City of New York is an Equal Opportunity Employer