

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Principal Administrative Assistant, Level 2	<b>TITLE CODE NO.:</b> 10124-02
<b>OFFICE TITLE:</b> Correspondence and Research Assistant	<b>SALARY:</b> \$44,200 to \$55,870 \$38,435 with less than two years of City Service
<b>DIVISION/WORK UNIT:</b> Office of the Commissioner	<b>WORK LOCATION:</b> 156 William Street, New York, New York 10038
<b>HOURS</b> 35 Hours Per Week (minimum)	<b>NUMBER OF POSITIONS:</b> 1

**JOB DESCRIPTION:**

The New York City Department of Youth and Community Development (DYCD) supports youth and community services through contracts with a broad network of community-based organizations throughout New York City. Our central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and communities.

DYCD is seeking to hire a Correspondence Assistant in the Office of the Commissioner who will research and write critical correspondence, outline talking points and public remarks, and review policy reports. Specific duties include:

- Serve as a key correspondence liaison to DYCD staff.
- Demonstrate strong writing abilities, including spelling, grammar, and proofreading.
- Conduct research and disseminate information to support the work of DYCD and its network of community partners.
- Review relevant policy/practice analyses.
- Participate in confidential meetings with and on behalf of the Commissioner.
- Represent DYCD at community events and external meetings.
- Understand and enforce operating policies and procedures regarding agency decision-making protocols.
- Facilitate the flow of information among staff and operating units.
- Prepare briefing memos for the Commissioner’s external meetings.
- Provide back-up managing incoming calls and email correspondence.
- Provide general administrative back-up duties including but not limited to typing, filing and copying.
- Perform other related duties incidental to the work described herein.

**PREFERRED SKILLS:**

- Knowledge of the goals, objectives, structure and operations of DYCD.
- Excellent oral and written communication skills.
- Demonstrated organizational capacity.
- Advanced critical thinking skills.
- Ability to perform complex tasks and to prioritize multiple projects.
- Exceptional interpersonal skills and the ability to interact effectively with Administration leadership.
- Familiarity with youth development programs.
- Strategic planning and project management skills.

**MINIMUM QUALIFICATIONS:**

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in "1" above; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of administrative or supervisory experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.  
NEW YORK CITY RESIDENCY IS REQUIRED**

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER (INCLUDE JVN #) TO:  
 Karen Alexander, Assistant Commissioner  
 NYC Department of Youth and Community Development, Office of Human Resources  
 156 William Street, 3<sup>rd</sup> Floor  
 New York, New York 10038  
 Or e-mail [Opportunities@dycd.nyc.gov](mailto:Opportunities@dycd.nyc.gov)  
 Visit [www.nyc.gov/dycd](http://www.nyc.gov/dycd)

**SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW**

<b>POST DATE: 08/21/08</b>	<b>POST UNTIL: Filled</b>	<b>JVN #: 261-09-011</b>
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**The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.**