

**JOB VACANCY NOTICE**

<b>CIVIL SERVICE TITLE:</b> Administrative Staff Analyst-M2	<b>TITLE CODE NO.:</b> 10026 - 02
<b>OFFICE TITLE:</b> Director of Communications	<b>SALARY:</b> \$59,032-\$95,000 (\$54,740 with less than two years of City Service)
<b>DIVISION/WORK UNIT:</b> External Relations	<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 (CBOs) 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 an individual responsible for drafting, designing, and producing all DYCD printed and electronic materials including but not limited to brochures, newsletters, certificates, logos, power-point presentations, directories, website, and guides. Individual will be responsible for researching, and analyzing agency related materials such as funding, grant opportunities, draft and review testimony and correspondence, serve as liaison to the NYC Department of Records and Information Services, and ensure compliance with all agency and city record retention rules, regulations and laws.

Responsible for assisting in planning and coordinating special events, such as conferences, symposiums and other large-scale meetings.

Will represent agency at internal and external meetings with various government agencies, community-based organizations, and other stakeholders.

**PREFERRED SKILLS:**

- Strong oral communication and writing skills
- Advanced degree in a relevant field
- Background in human services and/or nonprofit management
- Familiarity with the diverse communities of New York City
- Flexible team player with initiative and proven ability to meet deadlines
- Experience using various publishing software including but not limited to Adobe Suite (InDesign, Photoshop, Illustrator) and Microsoft Office (Word, PowerPoint, Excel).
- Experience in the production of written materials, writing specs for print jobs, as well as reviewing and approving printer's prints.
- Degree in Art or Design

**MINIMUM QUALIFICATIONS:**

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. Three years 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.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.**  
 <<<NYC RESIDENCY IS REQUIRED CANDIDATES WITH LESS THAN (2) YEARS OF CITY SERVICE>>>  
**Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.**

To APPLY:

**Search for the Job ID # 117470**

External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)

Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**POST DATE: 03/20/2013**

**POST UNTIL: Until Filled**

**Job ID # 117470**

**The City of New York and the Department of Youth and Community Development is an Equal Opportunity Employer.**