



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Community Associate	Title Code # 56057
OFFICE TITLE Community Outreach Coordinator	SALARY \$33,799-Minimum salary for full-time employees with less than 2 years of City Service \$38,869-Maximum salary for full-time employees with more than 2 years of City Service
BUREAU/DIVISION/UNIT Fire Prevention/Licensing	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

Under general supervision, with latitude for independent initiative and judgment, the Community Associate will provide excellent customer service to the city wide community; act as a team leader in processing walk-in applicants on daily basis; process online renewals; provide customer service via phone, emails and in person; perform difficult and responsible clerical operations; schedule appointments; assist in review of expedited company applications; maintain contact with associations, large groups, and companies providing COF services.

QUALIFICATION REQUIREMENTS:

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;
or
2. Education and/or experience which is equivalent to "1" above.

PREFERRED SKILLS:

Preferred knowledge of Certificate of Fitness. Prefer knowledge of the Bureau of Fire Prevention. Knowledge of Scheduling program.

Excellent computer skills.

NOTE: New York City residency is 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.

Please note that only candidates considered for an interview will be contacted.

TO APPLY:

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO WWW.NYC.GOV/JOBS.

CITY EMPLOYEES MUST APPLY VIA [EMPLOYEE SELF SERVICE \(NYC.GOV/ESS\)](http://EMPLOYEE.SELF.SERVICE.NYC.GOV/ESS). REFER TO JOB ID # 201645.

DATED: July 30, 2015

***POST UNTIL*:** August 9, 2015

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "[America's Best Employers 2015](#)"*

The Fire Department is an Equal Opportunity Employer.