

City of New York
Department of Information Technology and Telecommunications
Job Posting Notice

| | |
|---|--|
| Civil Service Title: Administrative Business Promotion Coordinator | Level: M1 |
| Title Code No: 10009 | Salary: \$49,492/\$53,373 - \$85,000 |
| Business Title: Director of Education and Workforce Development | Work Location: NY, NY |
| Division/Work Unit: Mayor's Office of Media & Entertainment (MOME) | Number of Positions: 1 |
| Job ID: 174001 | Hours/Shift: Day - Due to the necessary management duties of this position in a 24/7 operation, candidate may be required to be on call and/or work various shifts such as weekends and/or nights/evenings. |

Job Description

(NYC Residency is required within 90 days of appointment)

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

The Mayor's Office of Media and Entertainment (MOME) is comprised of the Office of Film, Theatre and Broadcasting and NYC Media, with a mission to develop the City's diverse media functions. Central to MOME's strategy is the delivery of best-in-class film production support through the Office of Film, Theater and Broadcasting. MOME also develops ancillary programs and initiatives to grow New York's entertainment industry, such as workforce training programs to ensure that entertainment companies have access to the talent needed or other incentives/programs (marketing initiatives, etc.) that make New York an attractive place to do business.

The successful candidate will serve as the Director of Education and Workforce Development Reporting to the Mayor's Office of Media & Entertainment (MOME). Responsibilities will include: Oversee the overall educational strategies and goals of MOME's public education initiatives and workforce development programs, working in collaboration with the Client Relations and Community Outreach Department; develop Made in NY career and industry panels in collaboration with the Marketing Department; program Mayor's Office and City related training and presentations at the Made in New York Media Center, a multifunction, digital learning, office and production space in Dumbo, Brooklyn; spearhead all areas of department's event management, including arranging site visits, developing discussion format and moderator questions, sourcing and compiling content for visual presentations, creating handout materials; build, maintain and distribute calendar of events; collaborate and assist the marketing, communications and digital teams with promotional efforts, including executing web and social media efforts; oversee educational partnerships with Department of Education, Parks Departments, and non-profit organizations and other institutions; liaise with Small Business Services for administration of grant and support programs; attend meetings and conferences as determined; manage and maintain MOME's internship program; screen candidates and liaise with business divisions to ensure the hiring of qualified candidates that meet our needs and the applicant's needs; oversee the interns from the induction to the final assessment; represent MOME at career fairs and develop and maintain relationships with local schools and intern feeder programs/organizations (ex. DYCD's Ladders for Leaders program) for recruitment purposes; monitor and evaluate programs and provide summaries to management team; and perform special projects and initiatives as needed.

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and five years of full-time paid experience acquired within the last fifteen years, of supervisory or administrative experience including handling of business promotion or urban economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning;
- or
2. A satisfactory equivalent combination of education and experience. However all candidates must have 2 years of managerial or executive experience as described in "1" above.

Appropriate graduate study in an accredited college or university may be substituted for the general experience on a year-for-year basis. All candidates must have a four-year high school diploma or its equivalent approved by a State's Department of Education or a recognized accrediting organization.

Preferred Skills

The successful candidate should possess the following: Excellent writing and editing skills; experience with curriculum development and teaching guides a priority; knowledge of Educational Programs and Institutions in New York City; graduate of a 4 year accredited college or university preferred; proficiency in Microsoft Word, Excel and PowerPoint with a working knowledge of Photoshop; 2 years of educational experience; digital Media knowledge (Facebook, Twitter, foursquare, Tumblr); and the ability to handle multiple tasks under tight deadlines.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #174001
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #174001

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

| | |
|---------------------------------------|---------------------------|
| Posting Date: November 7, 2014 | Post Until: Filled |
|---------------------------------------|---------------------------|

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.