

**City of New York**  
**Department of Information Technology & Telecommunications**  
**Job Posting Notice**

<b>Civil Service Title:</b> Community Associate	<b>Level:</b>
<b>Title Code No:</b> 56057	<b>Salary:</b> \$33,799/\$38,869 - \$50,000
<b>Business Title:</b> MOME Field Representative	<b>Work Location:</b> Manhattan
<b>Division/Work Unit:</b> Mayor's Office of Media & Entertainment.	<b>Number of Positions:</b> 1
<b>Job ID:</b> 179529	<b>Hours/Shift:</b> Day - Due to the necessary support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or evenings.
<b>Job Description</b> <b>(New York City residency required within 90 days of appointment)</b>	
<p>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.</p> <p>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.</p> <p>The successful candidate will serve as a Field Representative reporting to Mayor's Office of Media &amp; Entertainment (MOME). Responsibilities will include: Conduct production site visits to determine and ensure that permit conditions and restrictions are posted correctly and confirm that necessary arrangements were made to insure public safety and continued access to public areas; act as liaison to Community Board, City Council and Business Improvement Districts-advise, coordinate and confirm FLASH notifications as necessary on upcoming schedules and events; attend meetings with Community representatives as necessary to address community concerns about filming; provide information/advice to productions on appropriate NYC government contact(s), agency or other area for inquiry or problem resolution; recommend changes to meet and respond to community requests; advise productions on efficient placement of vehicles and large equipment; maintain and utilize the database system for tracking the day to day locations of all NYC productions; participate in pre-production meetings with production representatives, Police and Transportation Department to review proposed shooting schedule and address special needs such as stunts, pyrotechnics, closures, etc; manage in-person, telephone and email inquiries and assist in the training of permit department interns; oversee parking ticket inquiries and clearances with Parking Violations Bureau; represent OFTB at community and/or industry meetings, including presentation of OFTB missions and services at various universities and industry trade shows; support Locations team by maintaining vendor lists and relationships with vendors for different categories of services essential to productions, including vendors in the "Made in NY" Discount program; answer phones at reception desk as necessary; and perform special projects as needed.</p>	
<b>Minimum Qualification Requirements</b>	
<p>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;</p> <p>-or-</p> <p>2. Education and/or experience which is equivalent to "1" above.</p>	
<b>Preferred Skills</b>	
<p>The preferred candidate should possess the following: Familiarity with New York City neighborhoods and locations; proficiency in Microsoft Word/Outlook/Excel/Access/PowerPoint; attention to detail and ability to handle multiple projects at one time; ability to work within a collaborative environment; verbal communication skills and the ability to interface with the general public.</p>	
<b>To Apply</b>	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities &gt; Careers, and search for Job ID #179529  For all other applicants, please go to <a href="http://www.nyc.gov/jobs/search">www.nyc.gov/jobs/search</a> and search for Job ID #179529</p> <p style="text-align: center;">-or-</p> <p>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</p>	
<p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW  APPOINTMENTS ARE SUBJECT TO OVERSIGHT</p>	
<b>Posting Date:</b> February 6, 2015	<b>Post Until:</b> Filled

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