

THE NEW YORK CITY LANDMARKS PRESERVATION COMMISSION

THE MUNICIPAL BUILDING, ONE CENTRE STREET - 9TH FLOOR NORTH, NY, NY 10007 212.669.7700

JOB VACANCY NOTICE # 136-2015-182901

CIVIL SERVICE TITLE: ADMINISTRATIVE PUBLIC INFORMAT AGENCY TITLE: DIRECTOR OF COMMUNITY AND INTERGOVERNMENTAL AFFAIRS	TITLE CODE NO. 10003
LOCATION: 1 Centre Street, 9 th Floor North, New York, NY 10007	SALARY Minimum \$ 51,757 – Maximum \$84,000
JOB DESCRIPTION Under general direction, with broad latitude for the exercise of independent judgment and initiative, the Director of Community and Government Affairs will serve as a liaison between the Landmarks Preservation Commission and community and government organizations involved in planning and preservation. Responsibilities include but are not limited to: <ul style="list-style-type: none"> • Serving as a liaison to City Hall, the City Council, Community Boards, and other city agencies, and advocacy groups; • Gathering data, analyzing materials, and handling certain public relations functions for the Commission; • Coordinating collection and distribution of information for City Council Hearings, including Budget Hearings, conveying the Commission's goals and initiatives; • Testifying for LPC at the Sub Committee and Full Council on landmark designations and at the LPC Council Budget Hearings; • Supervision, planning, implementation, and coordination of community development programs; • Creating and making presentations to Community Groups in all boroughs, including evenings; • Providing accurate communication of agency initiatives and mission to all constituencies, both internal and external; • Cultivating and building relationships with other governmental bodies, serving as primary point of contact for all intergovernmental communications; • Handling inquiries and coordinating testimony from private individuals, community and neighborhood groups and other civic groups interested in the LPC process. 	
MINIMUM QUALIFICATION REQUIREMENTS 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. 18 months 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.	
PREFERRED QUALIFICATIONS <ul style="list-style-type: none"> • 2-5 years of community liaison experience, ideally within New York City government; • Experience working with City Council and community groups, and excellent understanding of the public process; • Familiarity with local government structure and elected officials; • Expertise and experience handling sensitive and controversial issues; • Highly collaborative style, high energy, initiative, maturity, and leadership; • Excellent writing, editing, and oral communication skills and a strong customer service approach; • Experience managing multiple assignments in short timeframes while delivering high-quality results. 	
The Landmarks Preservation Commission will only respond to qualified candidates.	
Please submit resume and cover letter to: NYC Careers at https://a127-jobs.nyc.gov/ Current City Employees must apply through Employee Self Service (ESS) http://cityshare.nycnet/ess , under Recruiting Activities/Careers/136-2015-182901.	If you were educated in a foreign school, you must submit an evaluation of your foreign education from an approved organization. New York City residency is required within 90 days of appointment.
While we appreciate every applicant's interest, only those under consideration will be contacted.	Final appointment is subject to Oversight and Budget Approval.

The Landmarks Preservation Commission is an Equal Opportunity Employer

DATED: July 7, 2015

Post until July 20, 2015