

**DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS  
JOB VACANCY NOTICE**

**Civil Service Title:** Principal Administrative Associate 1

**JVN # 858-08-1948**

**Title Code Number:** 10124 **Salary Range:** \$34,351 - \$40,000

**Office Title:** Administrative Assistant **Work Location:** 1 Centre Street

**Division/Work Unit:** NYC Media Group **Number of Positions:** 1

**Hours/Shift:** Day\*

**JOB DESCRIPTION**

**(New York City Residency required within 90 days of appointment)**

Responsibilities will include: Support executive staff in all aspects of day to day administrative functions; maintain multiple calendars, schedule meeting logistics; coordinate procurements of goods and services; manage day-to-day production activities for multiple projects; serve as a liaison between NYC Media Group and other City agencies and community organizations; assist Functional Managers with administrative functions needed to support business operations; coordinate team events; create and edit memos, documents, spreadsheets and presentations.

\*Due to the nature of the operations of a television station, business necessities may require that you work various shifts such as weekends and/or evening shifts.

**PREFERRED SKILLS**

The preferred candidate should possess the following: proficiency in Microsoft Word, Excel, PowerPoint, Visio and Outlook; two to four years of administrative support in a media and/or communications environment. A bachelor's degree is desired.

**CIVIL SERVICE QUALIFICATION REQUIREMENTS**

1. A Bachelor's Degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty. **-OR-**
2. An Associate's Degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described above. **-OR-**
3. A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described above. **-OR-**
4. Education and/or experience equivalent to above. However, all candidates must possess the one year of administrative or supervisory experience as described above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 1/2 years.

**TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:**

Department of Information Technology and Telecommunications (DoITT)  
Recruitment Office □ 75 Park Place- 9th Floor □ New York, NY 10007

-or-

e-mail to [ADMINrecruit@doitt.nyc.gov](mailto:ADMINrecruit@doitt.nyc.gov) (indicate Office Title in subject line)

**POST DATE:** 8/9/07

**POST UNTIL:** Filled

**JVN:** 858 / 08 / 1948

*(agency code/fiscal yr./number)*