

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

JVN # 858-08-1951

Civil Service Title: Principal Administrative Associate 2 - 3

Title Code Number: 10124

Salary Range: \$38,435 - \$64,979

Office Title: Marketing Representative

Work Location: 1 Centre Street

Division/Work Unit: NYC Media Group

Number of Positions: 2

Hours/Shift: Day*

JOB DESCRIPTION

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

Responsibilities will include: Create proposals, perform administrative marketing work with clients, obtaining information from partners, and fact-finding calls to establish potential new clients most importantly marketing to reach goals, and liaising effectively with partners; draft sales models to compliment existing channels & target agencies; Develop and implement the sales strategy; Manage all aspects of marketing and fulfillment process including support and reporting; Participate in strategic planning with development team; Proactively prospect and qualify potential new advertising; Build successful relationships with high level decision makers; Prepare quarterly revenue and business reports; Work cross-functionally with team members and share best practices.

*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: In-depth administrative/professional experience in the Media/Advertising industry; 3 years of marketing experience in media related industry ; In-depth knowledge of Nielsen data; Strong organizational skills ability to multi-task in a fast paced environment; Strong communication skills both written and verbal; Proven PC skills advanced Excel, Word; Ability to build and maintain internal and external business partners; Strong computer skills especially in Excel, Power Point, and Word; Superior phone skills, excellent verbal and written communication skills; Demonstrated performance within previous sales positions to meet and exceed revenue goals; Successfully close direct sales opportunities with new and existing customers; Coordinate & manage all activities required to support customer requests and project needs.

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 tv@doitt.nyc.gov

POST DATE: 8/15/07

POST UNTIL: Filled

JVN: 858 / 08 / 1951

(agency code/fiscal yr./number)