DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
JOB VACANCY NOTICE

JVN # 858-08-1956

Civil Service Title: Assistant Community Liaison Worker

Title Code Number: 56092 **Salary Range:** $25,392 - $32,000

Office Title: Administrative Liaison **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: perform administrative support and assist in liaison functions with media and community organizations; assist sales and underwriting team in all aspects of day to day management; maintain staff and community calendars and schedule meetings with the DoITT community; perform follow-up tasks and administrative functions for the Sales and Underwriting team; serve as a liaison between NYC Media Group and other City agencies and community organizations; prepare complex reports utilizing computerized systems.

*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 the Microsoft Office Suite, particularly Word and Excel; should have previous experience in an office setting performing similar tasks.

CIVIL SERVICE QUALIFICATION REQUIREMENTS

1. One year of full-time experience in a government agency or community organization in providing community services to the public or in assisting members of the community in obtaining community services; -or-

2. Completion of an approved six month training program of combined classroom training and on-the-job experience in community liaison work, plus six months of full-time experience as described in 1 above.

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: 8/24/07	POST UNTIL: 9/7/07	JVN: 858 / 08 / 1956 *(agency code/fiscal yr./number)*

DoITT and the City of New York are Equal Opportunity Employers