

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

**Civil Service Title:** Principal Administrative Associate 3

**JVN # 858-08-1958**

**Title Code Number:** 10124 **Salary Range:** \$42,518 - \$64,979

**Office Title:** Grant Writer **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: Research grant opportunities throughout public, private and foundation sources; write grants that support the agency's strategic priorities; coordinate with internal resources as appropriate; collaborate with lead agency administrators and funding agency representatives in pursuit of fundraising goals; assist with developing marketing/promotional collateral; supervise fundraising initiatives; prepare proposals and grant applications for submission; develop project start-up budgets; manage and maintain yearly grants calendar, tracking submissions and responses; 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: Bachelor's degree in English, communications, or related field; Minimum 2 years of grant writing experience preferred, including familiarity with entertainment, media and government funding opportunities and application processes; Demonstrated superior writing and editing skills; Excellent computer skills, particularly in MS Office & Adobe creative suite; Excellent research and presentation skills; The ability to work independently while managing multiple projects; Ability to handle sensitive and confidential information, prioritize competing work and deadlines, and produce highly accurate work; Experience in or knowledge of the entertainment/media fields preferred.

**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](mailto:tv@doitt.nyc.gov)

**POST DATE:** 8/15/07

**POST UNTIL:** Filled

**JVN:** 858 / 08 / 1958

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