

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
JOB VACANCY NOTICE

Civil Service Title: Administrative Staff Analyst M 2-3

JVN # 858-08-1960

Title Code Number: 10026

Salary Range: \$50,610 - \$119,833

Office Title: Sales & Underwriting Manager

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: Manage Sales & Underwriting team; create proposals, create marketing partnerships with potential clients and oversee advertising goal efforts; create a sales model to compliment existing channels and target agencies; develop and implement effective sales strategy; manage all aspects of sales and fulfillment process, including support, trafficking and reporting for NBC, PBS and WVVH partnerships; participate in strategic planning with the Sales Leadership Team; achieve pre-established quarterly revenue and business targets; 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 successful candidate should possess the following: Minimum of 5 years' experience in marketing management within entertainment, media, or an advertising agency; Sales skills, negotiation skills, communication skills, industry knowledge, good business judgment, ability to develop pricing models; Strong problem-solving skills; Strong creative writing skills Strong time-management and multi-tasking skills with solid attention to detail; Strong written and oral communication skills; Strong presentation skills for both external & internal presentations as well as a personable demeanor with clients & internal departments; Able to adapt quickly in a fast-paced, ever-changing media landscape; Aptitude to work collaboratively with cross-functional teams; Ability to manage and develop staff; Ability to interact with senior management; Strong knowledge of Excel, Word, PowerPoint.

CIVIL SERVICE 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, 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 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.

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 / 1960

(agency code/fiscal yr./number)

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