

**City of New York**  
**DEPARTMENT OF INVESTIGATION**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst (M3)	<b>Title Code No:</b> 10026
<b>Unit:</b> OIG-NYPD	<b>Work location:</b> 80 Maiden Lane, Manhattan
<b>Office Title:</b> Director of Community Outreach	
<b>Number of Positions:</b> 1	<b>Salary:</b> New Hire Rate: \$60,740.00 Incumbent Minimum \$65,503.00/\$95,000 Commensurate with Experience

**Job Description**

The Department of Investigation’s Office of Inspector General for the New York Police Department (“Office” or “OIG-NYPD”) is authorized to “investigate, review, study, audit and make recommendations relating to the operations, policies, programs and practices,” of the NYPD, with the goals of enhancing effectiveness of the police department, increasing public safety, protecting civil liberties and civil rights, and increasing the public’s confidence in the police force.

OIG-NYPD is seeking a dynamic community affairs professional to serve as Director of Community Outreach. The successful candidate will report to the Deputy Inspector General and will lead the OIG-NYPD’s efforts to partner with advocacy groups, city lawmakers, city agencies, New York City residents and all other key stakeholders in advancing the mission of the office. The Director of Community Outreach will lead the development of specific strategies to engage stakeholders across all five boroughs, which may include educational presentations, identifying opportunities for community and town hall meetings, and commenting on relevant city and state legislation. The Director of Outreach will work in close partnership with the Public Information Officer to ensure coordinated strategies and messaging consistent with the goals of the office.

**Qualifications**

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, urban studies 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 of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in “1”

**Preferred Skills**

- Extensive experience working with community-based and/or non-profit organizations throughout the five boroughs of New York City
- Familiarity with New York City government
- Graduate degree in public policy, public administration, social work, law, government, communications, or related field
- Knowledge of, and demonstrated interest in, law enforcement, criminal justice, and/or civil rights issues
- Excellent communications skills, including writing, public speaking and presentation skills
- Ability to listen to and interact sensitively with groups expressing a diversity of viewpoints

**.To Apply:**

**All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare/ess>**

**Click on Recruiting Activities/Careers and Search for Job ID #161503**

**All other applicants, please go to [www.nyc.gov/career/search](http://www.nyc.gov/career/search) and search for Job ID#161503**

**PLEASE DO NOT EMAIL, MAIL OR FAX YOUR RESUME TO DOI DIRECTLY.**

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Appointments are subject to Office of Management & Budget approval for budgeted headcount.

**Post Date: 8/13/14**

**Post Until: Filled**

JVN#032-2015-161503

**The City of New York is an Equal Opportunity Employer.**