

**City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice**

Civil Service Title: COMMUNITY COORDINATOR	Level: 00
Title Code No: 56058	Salary: \$47,703.00/\$54,858.00-\$74,049.00 Frequency: ANNUAL
Business Title: SPECIAL ASSISTANT TO THE COMMISSIONER	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 186200	Hours/Shift: FULL-TIME - SOME EVENINGS AND WEEKENDS ARE REQUIRED FOR THIS POSITION
Job Description	
<p>The Department of Records & Information Services (DORIS) is seeking a highly responsible individual to serve as the Special Assistant to the Commissioner. The Special Assistant to the Commissioner will perform confidential and complex analytical work in support of key initiatives. Under general direction, with wide latitude for the exercise of independent initiative and judgment, is responsible for carrying out special projects of unusual complexity or confidentiality at the behest of the Commissioner.</p> <p><u>Key Responsibilities:</u></p> <ul style="list-style-type: none"> • Assists the Commissioner in the planning and implementation of new policies, procedures and programs • Develops and oversees strategies to foster community involvement with the Department of Records. • Identifies and resolves issues that impede the progress of key initiatives • Tracks and reports on status of key initiatives • Develops reports and presentations • Represents the Commissioner with the Mayor's Office and other governmental offices involved in the agency's special projects. • Coordinates the efforts of the various operational units involved in special projects. Acts as the liaison between the Commissioner, division or office heads in this regard. 	
Minimum Qualification Requirements	
<ol style="list-style-type: none"> 1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above. 	
Preferred Skills	
<ul style="list-style-type: none"> • Policy development and research • Minimum of 3 years handling community engagement • Expertise developing and implementing social media campaigns • Demonstrable attention to details • Excellent writing and presentation skills • Ability to work independently and with a team 	
Residency Requirement	
<p>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.</p>	
To Apply	
<p>Search for the Job ID # 186200 External Candidates please go to www.nyc.gov/careers Current NYC employees please go to www.nyc.gov/ess</p> <p>NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.</p> <p>APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.</p>	
Posting Date: 03/06/2015	Post Until: Filled