

COMMUNICATIONS OFFICER (COMPTROLLER)

Duties and Responsibilities

This is a managerial class position of with a very wide latitude for independent judgement and decision making; is responsible for advising the Comptroller, and the executive staff, including the First Deputy Comptroller, Chief of Staff, and the Communications Director in the execution of the agency's press office functions, including disseminating information and reports to the public. Writes press releases, statements, and articles for print and web based publications and ensures timely and accurate communication of information to the media outlets and the public.

In collaboration with the Comptroller and/or the Communications Director, drafts clear and compelling speeches and talking points for the Comptroller aimed at a variety of audiences; prepares draft correspondence, briefings, and other media materials for the Comptroller.

May serve as the agency's point of contact for City, State, and Federal governmental agencies and interacts on the behalf of the Comptroller with other elected officials and press/media outlets. Strategically utilizes digital tools and social media platforms to disseminate and amplify information pertaining to the agency. Creates and edits digital content for social media platforms. Performs other related assignments.

Qualification Requirements

1. A baccalaureate degree from an accredited college and a minimum of four (4) years of satisfactory full-time experience in communications, press, media, intergovernmental affairs, constituent services, public affairs & administration, research & policy analysis, marketing, graphic design, speechwriting, or other related area(s), of which 18 months must have been in an executive, administrative, supervisory, or managerial capacity; or,
2. Education and/or experience which is equivalent to "1" above; however, all candidates must possess at least 18 months of experience in an executive, administrative, supervisory, or managerial capacity as described above.

Lines of Promotion

None. This class of positions is classified in the Non-Competitive Class.