

DIRECTOR OF COMMUNICATIONS

Duties and Responsibilities

With the widest latitude for independent judgement and decision making, serves as the top-level advisor to the Comptroller and oversees agency's press office, which is responsible for disseminating information and reports to the public on behalf of the Comptroller, including press releases. Responds to requests from journalists. Manages the Office's social media presence. Prepares and edits draft correspondence, briefings, talking points, speeches and other media materials in collaboration with the Comptroller. May represent the Comptroller, First Deputy Comptroller and the Chief of Staff at the press conferences, and internal/external stakeholders meetings.