

AGENCY WRITER (DDC)

General Statement of Duties and Responsibilities

Under varying degrees of supervision, and with some latitude for independent action and judgement, performs administrative and technical work in the design and writing of presentation materials. All incumbents perform related work.

Examples of Typical Tasks

Contributes to the design, layout, and production of materials for publication purposes such as DDC brochures.

Writes essential internal communications such as the Commissioner's weekly emails, the Department of Citywide Administrative Services updates, agency transition, legislative, and Community Board documents and reports.

Plans the creative approach and production of materials and content for various projects and project components including but not limited to; the water main, micro-tunneling, sewer, and the Community Consultant Liaison video scripts.

Collaborates with agency stakeholders to provide new content for agency initiatives to be featured on DDC's website such as Design Build, Project Excellence, and Minority Women-owned Business Enterprise.

Performs additional duties related to the work for the role.

AGENCY WRITER (DDC) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of satisfactory, full-time experience in content development, graphic design, and advanced written communication.
2. An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described above
3. High school graduation or equivalent and six years of satisfactory full-time experience in an area related to the duties as described above;
4. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of full-time satisfactory experience as described in "1" above.

Direct Lines of Promotion

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