

DEPUTY DIRECTOR OF COMMUNICATIONS

(Bronx District Attorney)

General Statement of Duties and Responsibilities

This is a management class of positions.

Under executive direction, administers a public information and community relations program regarding the activities of the District Attorney's Office, and the services it provides.

Examples of Typical Tasks

Serve as a senior spokesperson for a prosecutor's office and communications advisor to District Attorney and Chief Assistant District Attorney.

Execute communications and communications strategy surrounding confidential, sensitive, and public information through application of legal and ethical rules and independent discretion.

Liaise with senior officials in public and private sector partner agencies and organizations.

Pitch stories and field media inquiries from local, regional, national, and international print, broadcast, and online journalists.

Supervise Press secretary, officers, and interns.

Draft press releases, statements, factsheets, and advisories, as well as briefings and remarks for the District Attorney and members of the Executive Team.

Prepares, edits, and disseminates to all communications media: news items, speeches, articles, pamphlets, scripts, and other audio-visual material. Plans and coordinates these activities.

DEPUTY DIRECTOR OF COMMUNICATIONS
(Bronx District Attorney) (continued)

Qualification Requirements

1. A baccalaureate degree from an accredited college or university and four years of progressively responsible experience in journalism, public relations, advertising, or closely related fields; or
2. High school diploma or its educational equivalent and 8 years of full-time, paid experience in the areas stated in "1" above.

Lines of Promotion

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