

**Job Vacancy Notice #136-2023-574921**

<b>Civil Service Title:</b> Director of Public Relations (LPC-M1)	<b>Agency Title:</b> Director of Community and Intergovernmental Affairs
<b>Title Code No.</b> M95853	<b>Salary:</b> \$63,301 - \$108,000 ( <i>Salary negotiable</i> )
<b>Location:</b> 1 Centre Street, 9th Floor North, New York, NY 10007	<b>Schedule:</b> Full-Time/35 hours per week.
<b>Post Date:</b> 2/17/2023	<b>Post Until:</b> Filled

**The Agency**

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 37,500 designated buildings and sites in New York City, most of which are located in 152 historic districts across in all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

**The Team**

The Director of Community and Intergovernmental Affairs is a key member of LPC's leadership team who serves as the primary liaison between the Commission and elected officials, the City Council, city and state agencies, community, and advocacy groups. The Director works closely with executive leadership, communications staff, and the preservation, enforcement, and research departments.

**Your Impact**

As Director of Community and Intergovernmental Affairs you will lead the Commission's efforts to cultivate and build relationships with elected officials, other governmental bodies, and community and advocacy groups and supporting LPC's mission.

**Your Responsibilities**

Under the direction of the Chair and Executive Director, with latitude for the exercise of independent judgment and initiative, the Director of Community and Intergovernmental Affairs will serve as the liaison between the Landmarks Preservation Commission and community and government organizations involved in planning and preservation. The selected candidate should have experience influencing decision-makers on legislative and policy issues, preferably in New York City and New York State, and in implementing outreach initiatives.

**Responsibilities include but are not limited to:**

- Serving as LPC's chief liaison to elected officials, including City Council members, New York State and federal officials, other city agencies, and advocacy groups;
- Coordinating collection and distribution of information for City Council Hearings, including Budget Hearings, conveying the Commission's goals and initiatives;
- Coordinating LPC's hearing schedules, strategy and testimony at the City Council on landmark designations, Budget Hearings and other issues,;
- Supervise the Community & Intergovernmental Affairs Associate, who is the primary liaison to Community Boards and initial point-of-contact for the public and organizations for LPC Public Hearings and Public Meetings.
- Creating and making presentations to Community Boards and groups across all five boroughs, including evenings;
- Providing accurate communication of agency initiatives and mission to all constituencies, both internal and external;
- Cultivating and building relationships with other governmental bodies, serving as primary point of contact for all intergovernmental communications;
- Handling inquiries and coordinating testimony from private individuals community and neighborhood groups and other civic groups interested in the LPC process;
- Gathering data, analyzing materials, and handling certain public relations function for the Commission.

### **Qualification Requirements**

A baccalaureate degree from an accredited college and 4 years of satisfactory full-time professional experience in public relations, journalism, law, lobbying, political science, urban affairs, or a related field, at least one year of which must have been in a responsible managerial or supervisory capacity; or Education and/or experience equivalent to 1 above.

### **Preferred Qualifications:**

- 2-5 years of community liaison experience, ideally within New York City government;
- Experience working with City Council and community groups, and excellent understanding of the public process;
- Familiarity with local government structure and elected officials;
- Expertise and experience handling sensitive and controversial issues;
- Highly collaborative style, high energy, initiative, maturity, and leadership skills;
- Excellent writing, editing, and oral communication skills and a strong customer-service approach;
- Experience managing multiple assignments in short timeframes while delivering high-quality results.
- An interest in historic preservation, especially in the context of urban planning, economic development, affordable housing and sustainability issues.

Please submit resume and cover letter to: NYC Careers at <https://a127-jobs.nyc.gov/>  
City employees must apply via Employee Self Service, under Recruiting Activities/Careers/136-2023-574921

Please note:

- Due to the high volume of resumes LPC receives for positions, only selected candidates will be contacted.
- If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.

- Final appointment is subject to approval by the Office of Management and Budget.

**LOAN FORGIVENESS:** The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: [Public Service Loan Forgiveness | Federal Student Aid](#)

**The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!**