

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: ASSOCIATE PUBLIC INFORMATION SPECIALIST	Level: 1
Title Code No: 60816	Salary \$ 37,993.00 - \$ 68,693.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Public Information Specialist	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 567784	Hours/Shift: Day - Due to the necessary technical management support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.
<p>As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.</p> <p style="text-align: center;">Job Description</p> <p>The New York City Department of Records & Information Services (DORIS) preserves and provides access to historical and contemporary records and information about New York City government. The agency's efforts to provide access to its records, includes the use of social media and community outreach projects. Under direction, the Associate Public Information Specialist will perform responsible work in the development and implementation of a public information program. They will serve as liaison with the general public, news publications, and other public relations officers, perform research and draft correspondence connected to public relations, prepare press releases, and write and/or edit brochures, articles, and other official publications. The candidate should have at least two years of professional experience developing social media content for an organization (on platforms which include Facebook, Twitter, YouTube, Instagram and/or Tumblr). The prospective candidate must be able to conduct in-depth research.</p>	
Minimum Qualification Requirements	
<p>Qualification Requirements</p> <ol style="list-style-type: none"> 1. A master's degree in journalism or public relations from an accredited college; or 2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in public relations, journalism, or advertising; or 3. An associate degree or completion of 60 credits from an accredited college and two years of full-time satisfactory experience in public relations, journalism, or advertising; or 4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must have at least 60 credits from an accredited college. <p>For Assignment Level II To be eligible for placement in Assignment Level II, individuals must have, after meeting the minimum requirements described above for Assignment Level I, at least one additional year of the full-time experience in public relations, journalism, or advertising.</p>	
Preferred Skills	
<ul style="list-style-type: none"> - Candidates must possess excellent written and verbal communication skills. - Demonstrate strong research and organizational skills. - Proficient with Adobe Creative Suite programs, including Photoshop & Premiere Pro. - Proficient with Microsoft Office Suite. - Knowledge of HTML, CSS, and JavaScript are a plus. - Bilingual abilities are a plus. - Be able to work well with people of diverse backgrounds. 	
Residency Requirement	

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

Additional Information

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

As a current or prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. Please review the notice to see if you may be eligible for programs and how to apply at nyc.gov/student-loans.

To Apply

Search for the Job ID# 567784

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

Posting Date: 1/9/2023

Post Until: Until Filled

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.