

**MANHATTAN BOROUGH PRESIDENT'S OFFICE
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title:	<u>Public Information Officer</u>	Level:	<u>N/A</u>
Title Code No.:	<u>60808</u>	Salary Range:	<u>\$60,740 - \$162,014</u>
Office Title:	<u>Director of Communications</u>	Work Location:	<u>1 Centre St. 19th FL</u>
Division/Work Unit:	<u>Communications</u>	Number of Positions:	<u>1</u>
Hours/Shift:	<u>Varies</u>		

JOB DESCRIPTION

Manhattan Borough President Scott M. Stringer seeks a Director of Communications. The Communications Director is responsible for driving the Borough President's policy agenda and community-based initiatives by engaging print and broadcast media, informing the public, and securing support from stakeholders in and outside of government. Candidates should have substantial experience working with the New York City press corps and should be skilled in quickly and effectively responding to breaking news events and controversial public debates. Strong written and verbal communications skills, and a sophisticated understanding of New York City government and politics are essential.

As a senior member of the Borough President's team, the Communications Director's is called upon to provide strategic advice to the Borough President and all of the office's directors. The Communications Director manages a staff including a press secretary, deputy press secretary and speechwriter, and develops and implements both long and short term communications plans required by a fast-paced government office.

Major responsibilities of this position will include, but are not limited to:

- Work closely with senior leadership to develop and execute strategic plans aligned with organizational priorities and build critical relationships with print, broadcast, radio, and online journalists;
- Serve as lead advisor to the Borough President on messaging and communications, and prepare the Borough President for public events and provide strategic guidance;
- Hold press conferences and prepare supporting materials, including press releases and press advisories, for the purpose of explaining and calling attention to the work of the Borough President's Office;
- Collaborate on drafting major public speeches for the Borough President;
- Oversee and maximize the usefulness of the Borough President's online media presence;
- Periodically re-evaluate the office's media outreach and recommend approaches for reaching new audiences and for making the office's communications function more effective. Seek new opportunities for outreach in diverse media sources; and
- Coordinate external communications for the office and advise all staff on interaction with the press.

REQUIRED SKILLS

Specific job requirements include:

- 5-10 years experience in communications and/or journalism;
- Bachelor's degree required; advanced degree preferred;
- Exceptional writing skill and editorial judgment;
- Established relationships with the print and broadcast media covering New York City government, and the skill to establish and cultivate new relationships with the press corps;
- Familiarity with and the ability to master a broad array of public policy and legislative issues facing New Yorkers;
- Well-honed negotiation, strategic thinking, and conflict-management skills; and
- Flexibility to accommodate irregular and sometimes long work hours.

PREFERRED SKILLS

Successful candidates will have the ability to:

- Set vision and direction, and to motivate and inspire team members
- Work through others to meet aggressive goals
- Think strategically and prioritize tasks effectively to meet deadlines
- Simultaneously manage multiple projects while maintaining a firm grasp of individual project details
- Build and manage relationships with external parties and internal leaders
- Work effectively in a fast-paced, deadline-driven environment with a sense of possibility, high expectations and an entrepreneurial spirit

TO APPLY, PLEASE SUBMIT RESUME TO:

Name: Nakia D. James-Jenkins, MPA
Title: Director of Operations
E-Mail Address: resumes@manhattanbp.org

The Office of the Manhattan Borough President is committed to a diverse workforce, and we seek diversity among applicants for this position. People of color, women, gay/lesbian/bisexual/transgender people, people with disabilities, and veterans are encouraged to apply.

New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for two (2) continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County.

POSTING DATE: June 18, 2010	POST UNTIL: Until Filled	JVN: <u>010/10/0011</u> (Agency Code/Fiscal Year/Number)
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- AN EQUAL OPPORTUNITY EMPLOYER -

PLEASE CONTACT AICH/WIA PROGRAM (212-598-0100, ext 221) FOR JOB-SEARCH ASSISTANCE!

(Customers must be Native American and meet WIA program eligibility requirements in order to receive transportation assistance, clothing allowance, cash incentives once employed, child care assistance, etc., etc..)

Posted: 6/29/2010