

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

Civil Service Title:	<u>Assistant to Borough President</u>	Level:	<u>1</u>
Title Code No.:	<u>13210</u>	Salary Range:	<u>\$49,942 - \$55,000</u>
Office Title:	<u>Special Assistant to Borough President</u>		
Division/Work Unit:	<u>Executive</u>	Work Location:	<u>1 Centre St. 19th FL</u>
Hours/Shift:	<u>Full-time</u>	Number of Positions:	<u>1</u>

JOB DESCRIPTION

Manhattan Borough President Scott Stringer seeks a **Special Assistant** to be part of his collaborative, energetic and innovative team. Candidates must have excellent organizational skills as well as the ability to work on multiple assignments simultaneously. Candidates must be familiar with Manhattan's communities and neighborhoods and be flexible with regard to work schedule. Traveling throughout Manhattan with the Borough President and facilitating his appearances at meetings and events will be a large part of the job.

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

- Serve as primary staff member to the Borough President at events throughout the city;
- Assist with the preparation and execution of the Borough President's daily schedule;
- Coordinate staff and drivers to assure successful completion of scheduled events and meetings;
- Manage scheduling databases, including entering invitations and vetting meeting requests;
- Manage the Borough President's correspondence and phone calls; and
- Assist in office-wide initiatives and special projects.

The Office of the Manhattan Borough President is an Equal Opportunity Employer. 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 required within 90 days of appointment.

QUALIFICATION REQUIREMENTS

Specific job requirements include:

- Bachelor's Degree;
- At least two years of public service experience with prior scheduling experience strongly preferred;
- Work well under pressure and deadlines;
- Demonstrate strong administrative, planning and time-management skills;
- Possess strong communication and interpersonal skills; and
- Be proficient in Microsoft Word, Excel and Outlook.

New York City residency required within 90 days of appointment.

TO APPLY, PLEASE SUBMIT RESUME TO:

Interested candidates should send a cover letter and resume in a word or PDF document by email to cnguyen@manhattanbp.org.

Name: Cuong Nguyen
Title: Deputy Chief of Staff
Mailing Address: One Centre Street, 19th Floor South
E-Mail Address: cnguyen@manhattanbp.org

- 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: 5/12/2010