

**City of New York**  
**DEPARTMENT OF ENVIRONMENTAL PROTECTION**  
**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Public Information Specialist	<b>Level:</b> M1
<b>Title Code No:</b> 10033	<b>Annual Salary:</b> \$49,492 / \$53,373 - \$136,198
<b>Office Title:</b> Press Secretary	<b>Work Location:</b> 165 Cadman Plaza East, Brooklyn, NY
<b>Division/Work Unit:</b> Office of Emergency Management/Press Office	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

The Office of Emergency Management is seeking a Press Secretary to execute the agency's public information strategy. He/she will manage OEM's day-to-day press operations and will serve as the agency's chief spokesperson. Responsibilities may include, but are not limited to: developing and distributing information to the news media; preparing agency officials for interviews; promoting agency initiatives through media exposure; responding to daily media requests; composing press releases, advisories, speeches, talking points and related presentations and information; developing and maintaining media lists; assisting the Director of Communications with agency website and social media content and maintenance; and tracking agency press coverage. He or she will also be called upon to develop and maintain citywide emergency public information plans. The Press Secretary is also responsible for setting up and co-managing the City's Joint Information Center during large emergencies. The Press Secretary will be a member of the OEM Executive Staff.

The Press Secretary and his/her deputy will be a part of the OEM External Affairs team, collaborating closely with the Communications Unit on the OEM website, social media channels, message coordination and on OEM's overall communications strategy and report directly to the Deputy Commissioner for External Affairs, with wide latitude for discretion. On matters related directly to press, the Press Secretary will work directly with the Commissioner, First Deputy Commissioner and other members of the Executive Staff.

In addition, the Press Secretary serves as the liaison to City Hall's press office and ensures that City Hall understands and approves of OEM's public information activities. The Press Secretary also regularly seeks Mayoral participation in OEM press announcements and events.

**During emergencies and special events, Press Secretary will be required to work outside of normal business hours.**

**Qualification Requirements**

1. A Baccalaureate degree from an accredited college with 24 credits in English, journalism or public relations, plus five (5) years of full-time paid experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or
2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism or advertising.

**Preferred Skills**

Proven experience writing and editing press releases, advisories, and/or other related communications materials (writing sample required)  
 Experience with social media/ website content management; Excellent writing, editing, and communications skills; Strong analytical and organization skills, ability to meet deadlines, and attention to detail; Knowledge of and experience working in New York City media market.

**To Apply:**

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

**TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:**

Mailing Address: 165 Cadman Plaza East Brooklyn, NY 11201

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word

placing the JVN# on the upper right corner of your resume as well as in the subject line to:

E-mail Address: [jobs@oem.nyc.gov](mailto:jobs@oem.nyc.gov)

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

**NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.**

**Post Date:** 5/4/2012

**Post Until:** 5/18/2012

**JVN:** 826-12-100961-CIA

**The City of New York is an Equal Opportunity Employer**