

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Director of Communications
Salary:	Commensurate with Experience
Bureau/Division:	Public Affairs
Period:	January 22, 2016 - Until Filled

JOB DESCRIPTION

The New York City Comptroller's Office is seeking a Director of Communications to lead its energetic and collaborative press and communications team. The press office plays a key role in driving and articulating the Comptroller's overall message, policy agenda and media strategy. The Press Office staff serve as the official spokespeople for the Comptroller, support all Bureaus on external communications and manage all interactions with media and press. The office also responds to journalists' requests for information, disseminates news about major initiatives, and communicates with the public through traditional and social media.

Candidates are expected to be seasoned communications, public relations or journalism professionals who thrive in a fast-paced, deadline-driven environment, enjoy managing a team, and a deep expertise with New York City media, press relations, public policy and government.

The Communications Director's major responsibilities include but are not limited to:

- Creating, implementing and overseeing a comprehensive communications strategy to share the work of the Comptroller's Office with a wide range of stakeholders;
- Managing the day-to-day operations of the communications unit including supervising a staff of press officers, speech writers and social media strategists to ensure efficient coordination and execution of goals;
- Writing and editing press releases, speeches, newsletters, talking points and memos, and managing others doing the same;
- Consistently evaluating the operations and product of the press office and making changes as needed to improve efficiency both within the press office and between the press office and other bureaus;
- Building relationships with and overseeing outreach to print, broadcast, radio and online journalists;
- Regularly pitching story ideas to media, including financial press, mainstream outlets and neighborhood-based media in all five boroughs;
- Closely monitoring coverage of City, State and National issues relevant to the Comptroller's Office to address daily media inquiries;
- Organizing and overseeing press conferences and preparing supporting materials including press releases and press advisories;

- Working with other Bureaus to initiate or assist in drafting, reviewing and disseminating written external communications, including but not limited to brochures, newsletters and reports, while ensuring proper framing and messaging of complex and technical policy issues; and
- Serving as lead advisor to the Comptroller on communications; serving as a member of the Comptroller's executive team and participating in the programs, initiatives and activities of the Office.

MINIMUM QUALIFICATION REQUIREMENTS

- A BA/BS degree from an accredited college in English, journalism, public relations or closely related fields; and eight (8) or more years of full-time progressively responsible experience in public relations, journalism, speechwriting or advertising or related fields; eighteen (18) months of which should be in a supervisory capacity; **or**
- A satisfactory equivalent.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated skill and affinity for writing about a wide range of public policy issues as well as the ability to tailor often complex messages to diverse audiences;
- Demonstrated ability managing and inspiring a high performing team of professionals;
- Familiarity with urban policy and experience with government programs, policies and data analysis, most specifically those of New York City;
- Superior analytical skills and oral and written communication skills;
- 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;
- Experience working for an elected official or government agency is highly desired.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. We appreciate every applicant's interest; however, only those under consideration will be contacted.

Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.

POSTING DATE: January 22, 2016	POST UNTIL: Until Filled	JVN: 015/016/045
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The NYC Comptroller's Office is an Equal Opportunity Employer