

**NYC OFFICE OF THE COMPTROLLER**

**JOB VACANCY NOTICE**

<b>Title:</b>	<b>Borough Director - Community Affairs (2 positions)</b>
<b>Salary:</b>	<b>\$80,000 - \$90,000</b>
<b>Bureau/Division:</b>	<b>Public Affairs</b>
<b>Period:</b>	<b>November 15, 2016 – Until Filled</b>

**JOB DESCRIPTION**

New York City Comptroller Scott M. Stringer seeks a Borough Director to be part of his collaborative, energetic, and innovative Community Affairs team. The prospective staff member must be committed to seeking new and better ways for the office to connect with and deliver for New York City's diverse neighborhoods, communities, and constituents.

Under the direction of the Director of Community Affairs, the Borough Director's duties and responsibilities include, but are not limited to, the following:

- Oversee a team of community liaisons charged with representing the Comptroller's Office to constituencies and community group within a specific borough;
- Build and maintain relationships with community stakeholders including community boards, block associations, tenant associations, non-profit organizations, business improvements districts, schools and other community stakeholders;
- Conduct community outreach around office initiatives, programs and services, and provide the public with information on the functions of the Comptroller's Office;
- Lead special projects identified by the Director of Community Affairs such as the creation of resource guides and educational materials, workshops and information sessions;
- Coordinate training opportunities and resources for community liaisons on a range of topics including senior services, public benefits, youth and education issues, affordable housing, tenants' rights, and other issues affecting New York City residents;
- Identify City programs and services that may warrant investigation or audit through consultation with external stakeholders;
- Assist with planning and implementation of office sponsored forums, meetings and events;
- Draft testimony, correspondence, briefings, and talking points;
- Perform other related assignments as required.

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## MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and four (4) years of progressively responsible community liaison, community organization or community relations experience, at least two years of which must have been in a broad administrative, supervisory or policymaking capacity with responsibility for planning, organizing, coordinating, developing, evaluating and/or administering a large community service programs or activities; or
  2. Education and/or experience equivalent to "1" above. However, all candidates must have two years of full-time experience in a broad supervisory, administrative or policy-making capacity as described in "1" above.
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## PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated supervisory/administrative experience in public service work including community organizing, campaigns, governmental, or non-profit administration and outreach;
  - Familiarity with the issues facing New York City constituents, including some knowledge of the specific issues faced by various NYC boroughs, neighborhoods and communities;
  - Excellent written communication skills and public speaking abilities; and the temperament to interact with a variety of personalities in a tactful, pleasant, and professional manner;
  - Highly energetic; a strong commitment to community and public service and desire to deliver the highest-level of customer service are also necessary;
  - Computer skills (Microsoft Word and Excel); strong organizational skills including the ability to prioritize, meet deadlines and ability to work well under pressure;
  - Flexibility with regard to work hours.
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**TO APPLY, GO TO:** Employment Opportunities at [www.comptroller.nyc.gov](http://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.

<b>POSTING DATE:</b> November 15, 2016	<b>POST UNTIL:</b> Until Filled	<b>JVN:</b> 015/016/026
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**The NYC Comptroller's Office is an Equal Opportunity Employer**