

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Borough Liaison (various positions)
Salary:	\$50,000 - \$60,000
Bureau/Division:	Public Affairs
Period:	March 29, 2018 - Until Filled

JOB DESCRIPTION

The Office of New York City Comptroller Scott Stringer seeks a Borough Liaison to be part of his collaborative, energetic, and innovative 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 Liaison's duties and responsibilities include, but are not limited to, the following:

- Serve as the Comptroller's primary representative in the assigned borough, neighborhoods and communities;
- Conduct community outreach around office initiatives, programs and services and provide the public with information on the functions of Office's bureaus including Audit, Claims, Contracts, Public Finance and Asset Management;
- Maintain relationships with community stakeholders including community boards, block associations, tenant associations, non-profit organizations, business improvements districts and schools;
- 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;
- Assist stakeholders with individual concerns including housing, health care, social service and education issues;
- Assist in drafting and editing reports to be filed by the Comptroller;
- Draft testimony, correspondence, briefings, and talking points; and,
- Perform other related assignments as required.

MINIMUM QUALIFICATION REQUIREMENTS

A baccalaureate degree from an accredited college and at least two (2) years of progressively responsible public service experience in a governmental or a non-profit setting in one or more of the following areas: performing community work assisting individuals in accessing public and private services and programs, public policy research, public administration, urban planning, economic development, urban affairs, or community centered activities or in a closely related area.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Familiarity with the issues facing New York City constituents, including some knowledge of the specific issues faced by various NYC boroughs, neighborhoods and communities;
 - Significant experience/exposure to public service work including community organizing, campaigns, governmental, or non-profit administration and outreach;
 - Strong organizational skills including the ability to prioritize, meet deadlines and maintain consistent attention to detail;
 - Outstanding communication, interpersonal and organizational skills; and ability to work well under pressure;
 - Highly energetic; flexibility with regard to work hours; and
 - Excellent written and public speaking abilities.
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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:	POST UNTIL:	JVN:
March 29, 2018	Until Filled	015/018/063

The NYC Comptroller's Office is an Equal Opportunity Employer