

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	Deputy Director of Executive Affairs and Planning / Director of Scheduling
Salary:	\$70,000 - \$90,000
Bureau/Division:	Public Affairs
Period:	June 14, 2017 – Until Filled

JOB DESCRIPTION

New York City Comptroller Scott M. Stringer seeks a Deputy Director for Executive Affairs and Planning/Director of Scheduling to be part of his fast-paced and dynamic scheduling team. Under the direction of the Director of Executive Affairs and Planning, the Deputy Director's responsibilities include, but are not limited to, the following:

- Assists the Director with the management of day-to-day operations of the Comptroller's scheduling unit, including supervision of five staff members;
- Works with the Director in assigning and overseeing the ongoing work of coordinating travel logistics, creating a daily schedule, and liaising with staff in all bureaus of the office who create, advise or participate in events that the Comptroller attends, or needs to be represented;
- Oversees the management and processing of all invitations and meeting requests received through various sources and coordinates an appropriate and timely response;
- Maintains and updates scheduling databases;
- Serves as part of the team that advances events for the Comptroller and accompanies the Comptroller to events; and,
- Assists with special projects, as needed.

MINIMUM QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and three (3) years of progressively responsible government or community relations experience, at least one year of which must have been in a broad administrative or supervisory capacity; or
2. A combination of education and/or experience which is equivalent to the above.

(over)

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Previous experience scheduling for an elected official strongly preferred;
- Knowledge of New York City neighborhoods and key constituencies;
- Demonstrated ability to prioritize and manage multiple tasks;
- Strong written and oral communication skills;
- Very strong attention to detail and organizational skills;
- Innate ability to anticipate possible conflicts and efficiently problem solve;
- Ability to work long hours as needed;
- Proficiency with Microsoft Office.

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: June 14, 2017	POST UNTIL: Until Filled	JVN: 015/017/084
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The NYC Comptroller's Office is an Equal Opportunity Employer