

VACANCY NOTICE

AGENCY: NYC OFFICE OF THE COMPTROLLER

TITLE: PRESS SECRETARY

SALARY: \$75,000 - \$90,000

LOCATION: EXECUTIVE - PRESS OFFICE

PERIOD: March 16, 2007 to Until Filled

DUTIES:

Reports to Communications Director, and is responsible for maintaining contact with the news media to promote the work of the Comptroller's Office. Duties include, but are not limited to:

- Responds to inquiries from the news media: conducts research, develops news releases, memos and surrogate material, and works with staff to ensure accuracy..
- Organizes and oversees news conferences and assists the Comptroller with media at hearings, testimonies, speeches and other events.
- Closely monitors coverage of City, State and National issues relevant to the Comptroller's Office to address media inquiries.
- Initiates and maintains consistent outreach and contacts with City and State electronic, print, television and radio media reporters and outlets. Regularly pitches story ideas to media, including financial press.
- Maintains constant contact with media representatives from all areas of City and State government.
- Oversees bookings of Comptroller's television and radio appearances and coordinates satellite feeds.

(OVER)

QUALIFICATIONS REQUIREMENTS:

BA degree from an accredited college, with a major in journalism, public relations or related field; 5 years of full-time experience in journalism, public relations or other communication-related fields. Strong writing skills expected.

Bilingual skills strongly preferred.

Excellent interpersonal skills required.

Interested candidates may submit two copies of their resume and detailed cover letter in confidence to:

**New York City Office of the Comptroller
Personnel Division #07-15
1 Centre Street, Room 710
New York, N.Y. 10007**

OR

Email a copy of their cover letter and resume with the vacancy number in the subject line to: Recruitment@comptroller.nyc.gov

Equal Opportunity Employer M/F/H/V

Certain residency requirements may apply.

Note: while we appreciate every applicant's interest, only those under consideration will be contacted.