



NYC Job Posting ID # 545747

POSITION AVAILABLE

**Communications Director
Executive**

RICHMOND COUNTY DISTRICT ATTORNEY

The men and women of the Richmond County District Attorney's office work each day in partnership with Law Enforcement and the people of Staten Island to pursue justice for victims of crime, to prevent crime in all its forms, and to promote the safety and well-being of all citizens of our Borough.

THE ROLE

The Richmond County District Attorney (RCDA) is seeking an experienced communications professional for the position of the Communications Director. Under the direct supervision of the Chief of Staff, the candidate must be a critical thinker and excellent communicator, with the ability to establish a strong rapport and forge relations with the community and press. Responsibilities includes, but not limited to the following:

- Serve as the public information officer and spokesperson for the District Attorney.
- Respond to inquiries from members of the media and general public during normal business hours, as well as on-call for nights and weekends.
- Compose and edit speeches and press releases for the District Attorney, proactively pitch stories and interviews to individual reporters, and place Op-Eds in targeted media outlets.
- Keep abreast of local news and maintain library of "Press Clippings" on cases, public safety initiatives and broadcast appearances of the District Attorney.
- Monitor and contribute to the Office's social media presence, including all E-Media initiatives and website content.
- Research case information and compose media advisories for public dissemination on Court proceedings
- Act as liaison to community and civic organizations seeking information.

MINIMUM REQUIREMENTS

1. A baccalaureate degree from an accredited college and 24 credits in English, journalism, or public relations, plus five (5) years of full-time experience in public relations, journalism or advertising, including two (2) years in an administrative, supervisory or consultative capacity; or
2. A combination of education and/or experience which is equivalent to "1" above. Graduate study in English, journalism, or public relations may be substituted for up to one year of required experience. However, all candidates must have at least two (2) years of administrative, supervisory, or consultative experience in public relations, journalism, or advertising.

PREFERRED SKILLS

- Outstanding writing, communications, and analytical skills.
- Familiarity with Microsoft Word, Excel, Power Point, Lexis Nexus, and Outlook.
- Prior journalism experience acquired at a newspaper preferred, but not required.
- Familiarity with the criminal justice system and law enforcement preferred.
- Reliable conscientious and always a team player.
- Social media experience.

CIVIL SERVICE TITLE: **Administrative Public Information Specialist**

SALARY RANGE: **\$85,000-\$125,000**, Commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: **Until filled**

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE AND MUST BE SERVING PERMANENTLY IN THE ADMINISTRATIVE PROCUREMENT ANALYST TITLE.

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: 545747
- Click on “Apply Now” at the bottom of the posting

Please be advised only candidates under consideration will be contacted.

The candidate selected for this position must be a resident of the City of New York or become a resident within 90 days of appointment.

Authorization to work in the United States is required for this position.

Sponsorship is not available for this position.

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

Nothing can provide a higher level of protection against COVID-19 or do more to speed the City’s recovery than vaccination, which is safe and lifesaving. Convenient and community-based vaccination sites can be found via nyc.gov/vaccinefinder or by calling 877-VAX-4-NYC.

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.