

City of New York
THE SPECIAL COMMISSIONER OF INVESTIGATION
FOR THE NEW YORK CITY SCHOOL DISTRICT

Job Vacancy Notice

Civil Service Title: Confidential Investigator	Job Posting No.: 2405 Level: L0
Title Code No: 31143A	Salary: \$ 75,000 – \$130,000 (commensurate with experience)
Office Title: Dir. of Communications, Public Information, and Inter- Governmental Affairs	Work location: 80 Maiden Lane, New York, NY
Division/Work Unit: SCI	Number of Positions: 1

Job Description

The Office of the Special Commissioner of Investigation for the New York City School District (“SCI”) has broad authority to investigate wrongdoing by employees, contractors, and vendors doing business with the New York City Department of Education (“DOE”) - the nation’s largest school district. SCI performs highly confidential and sensitive investigations and studies concerning corruption, misconduct, or other illegal, unethical or improper activities both, within and outside of the DOE, and seeks to develop and implement plans and programs to control and prevent such illegal or improper practices. The office also serves as the Inspector General for the Teachers' Retirement System of the City of New York and the New York City Board of Education Retirement System.

SCI is seeking a self-motivated candidate to serve as the Director of Communications, Public Information, and Inter-Governmental Affairs. The successful candidate will be the point of contact for SCI with members of the media, local press outlets, outside agencies, and other government entities. Working directly with the Special Commissioner and First Deputy Commissioner, the candidate will draft press releases, respond to press inquiries, draft statements and talking points, fact-check both internal and external information, manage SCI’s agency communications and public information, and initiate public outreach. The individual must have a high-level of comfort speaking with members of the press, media, members of law enforcement, external agency personnel, and elected officials. The successful candidate will also be responsible for refreshing and updating SCI’s social media pages and profiles, developing relevant social media posts, and will assist in updating SCI’s public website. The successful candidate will also have knowledge of the New York City and state legislative processes to formulate and articulate the office’s legislative agenda and help negotiate with elected officials and legislative staff.

THOSE HIRED BY SCI ARE DOE SALARIED EMPLOYEES AND NYC RESIDENCY IS NOT REQUIRED.

HYBRID OFFICE / REMOTE WORK SCHEDULE AVAILABLE AFTER INITIAL TRAINING PERIOD.

APPROVED CANDIDATE MAY BE ELIGIBLE FOR PUBLIC SERVICE TUITION FORGIVENESS.

Qualification Requirements

1. A baccalaureate degree from an accredited college; and
2. At least five (5) years of experience in communications, public information, and/or government affairs, journalism, or a position utilizing similar skill sets.

Preferred Skills

1. Strong analytical, research, writing, editing, and communication skills.
2. Experience with New York City journalism and/or government a plus.
3. Strong understanding and connections to New York City and state media outlets and government entities at all levels.
4. Experience writing and editing press releases and statements.
5. Prior experience with social media management and multimedia presentations.
6. Experience working with elected officials through intergovernmental capacity and knowledge of the legislative process for New York State.
7. Experience with graphic design, video editing, and related software a plus.
8. Ability to prioritize multiple concurrent requests and projects; possess a strong attention to detail and excellent organizational skills.
9. Ability to work with all levels of staff and have a “can do” attitude.
10. Foreign language skills a plus.

To Apply:

Visit our website at nycsci.org/employment and follow the steps in the “APPLY ONLINE” section to submit your application. Please do not email, mail, or fax your resume to SCI directly. Submission of an application does not guarantee an interview. Due to the high volume of resumes SCI receives, only selected candidates will be contacted. Appointments are subject to Office of Management & Budget approval for agency budgeted headcount.

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Post Date: September 20, 2024

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.