

NOTICE OF VACANCY

AMENDED JOB NOTICE

Title: Director of Communications and Community Engagement

Salary: \$47,037+ benefit package including, Health, Dental, Vision insurance as well as enrollment in the New York State Retirement System. Paid vacation, personal and sick leave. *Salary reflects an increase effective 1/1/2019.*

Classification: Competitive

The Director of Communications and Community Engagement is a full-time position that has responsibility for planning and implementing various projects with a purpose of providing public information to the community and staff. The Director works with all City departments to communicate information about services, projects and initiatives in a clear and effective manner. The Director is responsible for creating effective mechanisms to solicit input from the community on a wide variety of issues, needs and interests.

The qualified candidate will have excellent communication skills, both orally and written; working knowledge of the City of Kingston; strong interpersonal skills; attention to detail; ability to navigate conflict and/or high intensity situations; ability to multi-task and prioritize work assignments; ability to bring individuals and groups together for a common goal; knowledge of and ability to use traditional and new medial tools; ability to analyze data and summarize and/or develop presentations for public distribution; courtesy, firmness, tact, good judgement.

MINIMUM QUALIFICATIONS: Graduation from High School or a High School Equivalency Diploma AND:

- A. Graduation from a regionally accredited or New York State registered college, university or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's degree in Communications, Public Relations, Business Administration, Human/Youth Services, or closely related field and four (4) years' experience in writing, collection and distribution of news and related communication or in public and/or community relations. OR
- B. Graduation from a regionally accredited or New York State registered college, university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree in Communications, Public Relations, Business Administration, Human/Youth Services or closely related field and six (6) years' of experience as defined in (a); OR
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b).

Applications:

Resumes may be dropped off to the Civil Service Office located at 420 Broadway, Kingston, NY 12401 or e-mailed to jdecicco@kingston-ny.gov no later than 4:00pm on Friday, October 26, 2018. Please add "Director of Communications and Community Engagement" in the subject line.

This posting is in the competitive class. The position will be filled on a provisional basis. Provisional appointments mean the incumbent must take the Civil Service examination when it is offered and be among the top three willing to accept appointment. For more information about Civil Service employment call (845) 334-3921.