



An Equal Opportunity/Affirmative Action Employer  
**Announcement of Intention to Fill a Job Vacancy**

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**Press Secretary, NS**

**Location: One State Street, New York City**

**Business Unit: External Affairs and Strategy**

**Negotiating Unit: Management Confidential (MC)**

**Please note that a change in negotiating unit may affect your salary, insurance and other benefits.**

**Salary: \$95,056 – \$120,156 (salary commensurate with experience)**

**Positions located within the New York City metropolitan area, as well as Suffolk, Nassau, Rockland, and Westchester Counties, are also eligible to receive an additional \$3,026 annual downstate adjustment.**

**Appointment Status: This is an appointment to a position in the exempt jurisdictional class.**

**Appointment to this position is pending Governor Appointment's Office and Division of Budget approval.**

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The New York Department of Financial Services seeks to build an equitable, more transparent and resilient financial system that benefits New Yorkers and supports business. Through engagement, data-driven regulation, and operational excellence, DFS is responsible for empowering consumers and protecting them from financial harm; ensuring the health and stability of the financial entities we regulate; and driving economic growth through responsible innovation.

The Department of Financial Services is seeking candidates for the position of Press Secretary in External Affairs and Strategy. Under the general direction of the Executive Deputy Superintendent and Assistant Deputy Superintendent of External Affairs and Strategy, the Press Secretary plans and assists with coordinating DFS communication and media operations. Responsibilities will include, but not be limited to, the following:

- Formal spokesperson for the agency for media inquiries;
- Develops and maintains relationships with financial services media outlets;
- Develops and executes external communications efforts; identifies opportunities to support organizational initiatives; develops communications materials and plans community programs to promote and publicize these activities;
- Collaborates with Executive team in the development of strategic communications plans to support DFS's mission, goals, and objectives;
- Drafts, reviews and edits communications materials including news releases, news materials, talking points, opinion pieces, online content, external education programs, and annual reports;
- Researches and prepares responses to inquiries from local and national press; tracks relevant press coverage, including social media activity;
- Supervises and manages members of the communications team – including media affairs, social media, public engagement, and speechwriting: The candidate should have experience managing and supervising team members of varying experience, and be able to offer them strategic guidance, feedback and insight;
- Oversees coordination of Legislative and External Affairs relationships agency-wide and promotes improvements that advance the mission of DFS and progress toward policies that are more impactful, inclusive, and equitable;
- Builds and maintains collaborative relationships with government officials and community stakeholders and navigates complex issues with multiple constituencies with differing perspectives and needs;

- Supports media activities with the Governor's press office, other state agencies and relevant outside entities concerning press events and activities;
- Acts as a primary liaison to the Governor's press office, other state agencies, and other relevant outside entities concerning press events;
- Performs advance logistics duties in preparation of upcoming public engagements and acts as DFS liaison to ensure seamless coordination for staging events with various public officials; and
- Performs other related duties as directed and assigned by Executive Deputy Superintendent and Assistant Deputy Superintendent.

### **Preferred Qualifications**

- A Bachelor's Degree and at least five years of communications and public affairs experience.
- Ability to work flexible work hours as needed, and travel may be required.
- Strong writing experience and excellent communication skills.
- Ability to build strong interpersonal relationships and work closely with executive staff.
- Knowledge of effectively and collaboratively directing a team.
- Ability to manage multiple priorities and meet deadlines.
- Project management skills.
- Strong relationships with financial services media.
- Government and financial services industry experience preferred.

### **Appointment method:**

This is an appointment to a position in the exempt jurisdictional class. As such, the incumbent of this position would serve at the pleasure of the appointing authority.

**To Apply:** Interested qualified candidates must submit a resume and letter of interest **no later than December 7, 2022** to the email address listed below. Please include Box# **(SA-PS-00119)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Melissa Dover  
 Box SA-PS-00119  
 New York State Department of Financial Services  
 Office of Human Resources Management  
 One Commerce Plaza, Suite 301  
 Albany, NY 12257  
 Email: NCE.Notifications@dfs.ny.gov  
 Fax: (518) 402-5071

**All candidates that apply may not be scheduled for an interview**

### **Public Service Loan Forgiveness**

Employment with New York State qualifies an individual for Public Service Loan Forgiveness (PSLF). This program forgives the remaining balance on any Direct Student Loans after you have made 120 qualifying monthly payments while working full-time for a U.S. federal, state, local, or tribal government or not-for-profit organization. To learn more about the program and whether you would qualify, please visit: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>

### **AMERICANS WITH DISABILITIES ACT: REASONABLE ACCOMMODATIONS**

Under the Americans with Disabilities Act (ADA), the Department of Financial Services is required to provide reasonable accommodation for known physical or mental limitations of an otherwise qualified applicant with a disability if an accommodation would enable the applicant to perform the essential functions of the job. If the accommodation would constitute an undue hardship on the operations of the agency, the agency is not required to provide it.

***Pursuant to Executive Order 161, no State entity, as defined by the Executive Order, is permitted to ask, or mandate, in any form, that an applicant for employment provide his or her current compensation, or any prior compensation history, until such time as the applicant is extended a conditional offer of employment with compensation. If such information has been requested from you before such time, please contact the Office of Employee Relations at (518) 473-3130 or via email at [response@oer.ny.gov](mailto:response@oer.ny.gov).***