**City of New York**

**DEPARTMENT OF TRANSPORTATION**

**Job Posting Notice**

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| **Civil Service Title: Community Associate** | **Level:** |
| **Title Code No: 56057** | **Salary: $33,799/$38,869 - $56,249** |
| **Business Title: Public Engagement Associate** | **Work Location: 55 Water Street, 6th Fl.**  **New York, NY 10041** |
| **Division/Work Unit:** Traffic Planning & Management /Bicycle & Pedestrian Programs | **Number of Positions: 3** |
| **Job ID: 174988** | **Hours/Shift: 35hrs / Varies** |
| **Job Description**  The Department of Transportation seeks candidates for a new community outreach support team for the Traffic Planning & Management division to assist units in project development and implementation. Units within Traffic Planning & Management include the Bicycle Program, Greenways, Pedestrian Projects Group, Public Space, Freight Mobility, Community Initiatives, Transit Development, and Research, Implementation & Safety. Duties for the support team include communicating with the public, administering surveys, assisting in workshops, conducting targeted education, tabling, flyering, and staffing events. Typical events to be staffed include outreach at newly installed bike lanes, Select Bus Service launch events, Weekend Walks, and One-Day Plazas. | |
| **Minimum Qualification Requirements**  1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;  or  2. Education and/or experience which is equivalent to **"1"** above. | |
| **Additional Information**  Applicants should excel in communicating with the public, have an interest in DOT’s current initiatives, and have capacity to quickly adapt to new project requests. Professional and positive attitude and the ability to take direction and feedback from various sources is needed. All scheduling will be set in advance, but some shifts will be staggered to include weekend work and some evenings to attend community board meetings and the like. | |
| **Preferred Skills**  Preference given to candidates who have experience in customer service, communicating with the public, and conflict resolution. Ability to speak Spanish or Chinese. Proficient knowledge of Microsoft Office Suite. Knowledge of Adobe Suite. | |
| **To Apply**  **All resumes are to be submitted electronically using one of the following methods:**  **Please go to** [**www.nyc.gov/careers/search**](http://www.nyc.gov/careers/search) **and search for the Job ID number # 174988 .**  **Current employees please log on into Employee Self Service at** [**https://hrb.nycaps.nycaps.nycnet**](https://hrb.nycaps.nycaps.nycnet) follow the Careers Link and search for **JOB ID # \_174988\_.**  No phone calls, faxes or personal inquiries permitted.  Only applicants under consideration will be contacted.  Most public libraries have computers available for use.  **Note: New hires must reside in NYC for the first two years of employment.** Appointments are subject to OMB approval.  For more information about DOT, visit us at: [www.nyc.gov/dot](http://www.nyc.gov/dot). | |
| **Posting Date:** **11/17/14** | **Post Until:** **12/1/14** |

**The City of New York is an Equal Opportunity Employer**