



**Serving The Community Since 1944**

**Administrative Offices**

One Eddy's Lane  
Troy, NY 12180

Phone: (518) 273-3600

Fax: (518) 274-6633

## **NOTICE OF POSITION AVAILABLE**

**DATE POSTED: 12/20/2022 DEADLINE DATE: 01/27/2023**

### **Communications Specialist**

**This position is in the Competitive Class. The candidate will be hired provisionally and will have to take a NYS Civil Service Examination at a yet to be determined date and score in the top three to be considered for permanent appointment). This position will be filled in January 2023. The position is Management/Confidential and will be covered by the Troy Housing Authority's Non-Represented Policy.**

**2023 Salary Schedule – Management Confidential Grade M/C20 (\$68,685 hiring rate to \$85,031 after 25 years)**

#### **General Description of Duties:**

- Maintains the website(s);
- Manages the social media presence;
- Writes and distributes routine news releases covering appointments, programs, meetings, etc.;
- Develops and maintains a variety of media contacts;
- Drafts responses and provides information to media and public;
- Makes public presentation and represents the employer at meetings and conferences;
- Researches background data and interviews sources in order to produce the newsletter;
- Produces or edits information and educational material such as newsletters, handbooks, brochures, and other publications;
- Arranges for personnel to make media appearances;
- Writes speeches and program scripts;
- Organizes public forums, arranges publicity and may arrange advertising;
- May serve as media spokesperson, when designated by the appointing authority;
- Provides input for information and public-relations goals and priorities;
- Keeps abreast of legislative activities affecting the employer;
- Monitors and evaluates information and public relation efforts for value and cost-effectiveness;
- May assist the appointing authority in relation to press releases and all information to press in crisis situations;
- Serves as liaison between the employer and two or more people, agencies or organizations to build and maintain mutually beneficial relationships;
- Establishes partnerships with other municipalities and organizations for the sharing of resources;
- Distributes information in the form of a monthly calendar, newsletter, etc.;
- Attends meetings as requested;
- Performs all other related duties as assigned.

#### **Minimum Qualifications:**

Possession of a Bachelor's Degree and three (3) years of experience in journalism, mass media communications, public relations, advertising, marketing or a related field; or Possession of an Associate's Degree and five (5) years of experience in journalism, mass media communications, public relations, advertising, marketing or a related field.

**Deborah A. Witkowski, Executive Director  
Troy Housing Authority  
One Eddy's Lane  
Troy, New York 12180**

*APARTMENTS UNDER MANAGEMENT: Conway Court ♦ Corliss Park ♦ Arnold E. Fallon  
Grand Street ♦ Griswold Heights ♦ Edward A. Kane ♦ John F. Kennedy ♦ Martin Luther King  
Margaret W. Phelan ♦ Catherine M. Sweeney ♦ John P. Taylor ♦ Section 8 Rental Assistance*