



One State Street, New York, NY 10004

An Equal Opportunity/Affirmative Action Employer

Announcement of Intention to Fill Job Vacancy

Briefing Director

Location: One State Street, NYC

Business Unit: Executive

Negotiating Unit: Management Confidential (MC)

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

Salary: Salary commensurate with experience.

Please note that 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 Division of Budget approval to fill.

The Department of Financial Services (DFS) seeks applicants for the position of Briefing Director in our Executive Office located in New York City. The Briefing Director will coordinate, edit and write briefing memos for senior executives. Briefing memos may be requested and prepared for internal or external meetings or policy projects. The Briefing Director will have daily interaction with Executive staff. As such, confidentiality and sensitivity to higher level, policy making activities is critical. The Briefing Director will be involved in researching a variety of matters for the Department including industry practices and innovations within the insurance and banking industries. The selected candidate must have excellent oral and writing skills, the ability to work in a highly fast paced environment, be able to multi-task, and work as part of a team. The ideal candidate will have a keen eye for detail and good research skills. The candidate should have a strong interest or prior knowledge of NYS government.

Preferred Skills:

- Minimum BA Degree, J.D. and/or M.A. preferred.
- Experience in government, or private industry in either research, policy, communications or a position that required and developed good writing skills.

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 September 20, 2019**, to the email address listed below. Please include **(Box Briefing Dir-10107)** in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Darlene Clemente
Box Briefing Dir-10107
New York State Department of Financial Services
Office of Human Resources Management
99 Washington Avenue, Suite 301
Albany, New York 12257
Email: nce.notifications@dfs.ny.gov
Fax: (518) 402-5071

Please note that not all applicants may be scheduled for an interview.

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 and the accommodation would not constitute an undue hardship on the operations of the agency.

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 Governor's Office of Employee Relations at (518) 474-6988 or via email at info@goer.ny.gov.