



An Equal Opportunity/Affirmative Action Employer

## **Announcement of Intention to Fill a Job Vacancy**

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### **Deputy Director for Communications, NS**

**Location: Albany or 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: \$100,845 - \$127,474 (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 \$3,400 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 State Department of Financial Services seeks to build an equitable, transparent, and resilient financial system that benefits individuals and supports business. Through engagement, data-driven regulation and policy, and operational excellence, the Department and its employees are responsible for empowering consumers and protecting them from financial harm; ensuring the health of the entities we regulate; driving economic growth in New York through responsible innovation; and preserving the stability of the global financial system.

The Department of Financial Services is seeking candidates for the position of Deputy Director for Communications in External Affairs and Strategy. Duties include, but are not limited to, the following:

Under the general direction of the Executive Deputy Superintendent of External Affairs and Strategy and Assistant Deputy Superintendent of External Affairs & Strategy, the Deputy Director for Communications plans and assists with coordinating DFS communication and media operations. Responsibilities will include, but not be limited to, the following:

- Under the direction of the Executive and Assistant Deputy Superintendent, aids in developing and executing 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;
- Acts as spokesperson for the agency for media inquiries in the absence of the Deputy Superintendent;
- Builds and maintains collaborative relationships with government communication 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;

- Performs advance logistics duties as necessary in preparation of upcoming public engagements and acts as DFS liaison to ensure seamless coordination for staging events with various public officials;
- Performs other related duties as directed and assigned by Executive Deputy Superintendent and Assistant Deputy Superintendent; and
- Other duties as assigned;
- Travel may be required up to 30%.

### **Preferred Qualifications**

- 5-8 years of communications and public affairs experience;
- Bachelor's degree in related field preferred;
- Ability to work flexible work hours as needed;
- Strong writing experience;
- Ability to respond to breaking news, outside of working hours if needed;
- 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;
- Travel if needed;
- Ability to develop messages for specific audiences;
- Excellent communication skills to address media;
- Government and financial services industry 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 October 15, 2024** to the email address listed below. Please include Box# (**Box DDCEAS-SA-00110**) in the subject line of your email to ensure receipt of your application. **Email submissions are preferred.**

Kara Waters  
 Box DDCEAS-SA-00110  
 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.

All people with disabilities are encouraged to apply to all jobs for which they meet the minimum qualifications.

***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).***