



**THE CITY OF NEW YORK
OFFICE OF THE CITY CLERK
Job Posting Notice**

Lobbying Bureau Trainer

Civil Service Title: Community Coordinator	Level: Experienced (non-manager)
Title Code No.: 56058, 560580	Salary Range: \$47,703 - \$62,657 Frequency: Annual
Business Title: Outreach and Training Coordinator	Work Location: Manhattan Office
Division/Work Unit: Lobbying Bureau	Number of Positions: 1
Job ID:	Hours/Shift:

Please read this posting carefully to make certain you meet the qualification requirements before applying to this position.

Job Description

The Lobbying Bureau of the Office of the City Clerk is responsible for regulating and enforcing New York City's Lobbying Law. Local Law 129 of 2013 mandated an increase in the Lobbying Bureau's education and outreach efforts. To further these goals, the Lobbying Bureau seeks to hire an Outreach and Training Coordinator (the "Trainer").

The Trainer should have experience in developing and administering outreach and training programs. The Trainer will be expected to conduct outreach and training in all five boroughs of New York City. For instance, the Trainer will be required to conduct outreach at hearings before city agencies including: the City Council, the City Planning Commission, the Landmarks Preservation Commission and at community board meetings.

Duties and Responsibilities:

- Develop and implement the Lobbying Bureau outreach program.
- Develop and implement the Lobbying Bureau external training program.
- Conduct outreach and training to educate the public regarding the Lobbying Law and its requirements.

- Coordinate with the Lobbying Bureau staff in completing outreach and training efforts.
- Travel to city agencies and other organizations, including lobbyist/client sites, within the five boroughs to conduct outreach and training on the Lobbying Law and the e-Lobbyist filing system
- Develop and maintain materials, resources, and tools such as presentations, pamphlets, user-guides, videos, and social media to administer outreach and training efforts.
- Work closely with the Deputy General Counsel and Chief Investigator to formulate training courses to help individuals and entities comply with the reporting requirements of the Lobbying Law.
- Work collaboratively with the Deputy General Counsel and Chief Investigator to ensure that outreach and training procedures and processes are appropriate and effective.
- Draft reports on the training and outreach programs for inclusion in the Lobbying Bureau’s Annual Report.
- Assist with the Lobbying Bureau’s helpdesk calls and emails, particularly including questions on the lobbying law, rules, and e-Lobbyist filing procedures.
- Perform other duties as needed.

Minimum Qualification Requirements

1. A master’s degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) in government, political science, economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, statistics, personnel administration, labor relations, psychology, sociology, urban studies or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: management or methods analysis, operations research, organizational research or program evaluation; or in personnel or public administration, recruitment, position classification, personnel relations, labor relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area; or
2. A baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and the Council for Higher Education Accreditation (CHEA) and three years of satisfactory full-time professional experience in the areas described in “1” above.

Preferred Skills

- Knowledge of lobbying regulations and compliance at city and state levels.
- Proven presentation and facilitation skills, including knowledge and experience in the use of PowerPoint.

- Experience in the creation, coordination, delivery and assessment of training programs.
- Excellent organizational, analytical, verbal and written communication skills.
- High level of interpersonal communication skills including public speaking abilities.
- Political and public relations background.
- Experience in working as part of a team.
- Ability to exercise discretion when handling sensitive or confidential information.
- Computer skills and knowledge of relevant software applications including database management, content and document creation, word processing and spreadsheets.
- Experience with record keeping and data analysis.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, New York City employees in certain titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of the interview.

To Apply

To apply for this position, please email your resume and cover letter **to jobs@cityclerk.nyc.gov**, include the subject line: Outreach and Training Coordinator, or mail your resume and cover letter to the below listed address:

Lobbying Bureau
 Attn: Outreach and Training Coordinator Position
 Office of the City Clerk
 141 Worth Street
 New York, New York 10013

Note: only those candidates under consideration will be contacted.

Posting Date: 10/31/2016

Post Until: Filled