

## NEW YORK CITY COUNCIL JOB POSTING

<b>Position</b>	<b>Director of Scheduling and Advance</b>	<b>Work Hours</b>	<b>Varies, some weekends and holidays</b>
<b>Division</b>	<b>Office of the Speaker</b>	<b>Open Date</b>	<b>07/15/2016</b>
<b>Number of Positions</b>	<b>1</b>	<b>Close Date</b>	<b>Until Filled</b>

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### DUTIES AND RESPONSIBILITIES

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The New York City Council, which is the legislative body of the City of New York and an equal opportunity employer, is seeking to fill the position of Director of Scheduling and Advance.

The responsibilities of this position include:

- Coordinate with senior staff to schedule appointments, meetings and events;
- Oversee the preparation of all briefing materials and itineraries, including important numbers, locations and contact names;
- Review invitations and ensure proper and timely responses;
- Communicate with event organizers and staff to gather logistical information;
- Assign appropriate staff to all meetings and events;
- Handle travel arrangements, including lodging and ground and air transportation; and
- Supervise all members of the scheduling and advance teams.

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### REQUIREMENTS

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Applicants must possess excellent written and verbal communication skills, as well as superior interpersonal and organizational skills. Position demands individuals who demonstrate careful attention to detail and are capable of working effectively in a busy and fast-paced environment. Availability after hours and on weekends is sometimes required. Experience working in a scheduling capacity and/or in government and politics is required. Bilingual (English/Spanish) is a plus.

New York City residency is required within 90 days of employment.

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### HOW TO APPLY

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Qualified candidates should forward a cover letter and resume to:

**MAIL:** New York City Council  
Administrative Services  
Attn: Recruiting Unit/DSA  
250 Broadway, 16<sup>th</sup> Floor  
New York, NY 10007

**FAX:** (212) 791-5266

**E-MAIL:** [recruiter250b@yahoo.com](mailto:recruiter250b@yahoo.com)

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

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**THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER**

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