

New York State Department of Civil Service
Division of Classification & Compensation

Classification Standard

Occ. Code 2259640

Assistant Director Communication & Education, M-3

Brief Description of Class

The Assistant Director of Communications & Education directs activities for multiple bureaus within the Division of Communication and Education Services.

This title is classified only in the Department of Environmental Conservation.

Distinguishing Characteristics

Assistant Director Communication and Education: one position class; assists in overseeing the operations and activities of the Division of Communication and Education Services; improves performance of program operations.

Illustrative Tasks

Manages a staff of professional, technical, and support positions that may include coordination of project based, multi-disciplinary staff.

Acts on behalf of the Director in their absence and assists in the coordination of all offices that perform functions related to the Division's operations.

Oversees the implementation of policies and procedures to ensure that they are uniformly and consistently applied to operations and that the goals and objectives of management are achieved.

Collaborates program activities with other program areas to meet the goals and objectives of the Department and communicates policies and directives to bureau directors.

Recommends overall program-related priorities and objectives, and monitors program area's operational activities and suggests policy and procedure changes to better meet goals.

Assists the director in the development and administration of the annual budget.

Minimum Qualifications

Promotion: one year of service as a Public Participation Specialist 4, Environmental Educator 4, Publications Manager 3, Managing Editor NYS Conservationist, or Multimedia Program Manager.

Note: Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

02/2026

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