

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice - Repost

Civil Service Title: Administrative Staff Analyst	Level: M-3
Title Code No: 10026	Salary: \$60,740.00 - \$162,014.00
Office Title: PlaNYC Coordinator	Work location: 1 Centre St., N.Y.
Division/Work Unit: IT & Special Projects	Number of Positions: 1
Hours/Shift: Day	

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire an Administrative Staff Analyst M-3 to work within the Division of Municipal Supply Services (DMSS). The candidate will be responsible for coordinating and directing the development and implementation of various complex greenhouse gas reduction projects and initiatives in support of PlaNYC. The candidate's duties and responsibilities will comprise but not be limited to the following:

- Supervise and manage the division's PlaNYC-funded projects and initiatives which may include developing scope of work for energy and emissions reduction projects, establishing project timelines and cost schedules; identifying, reporting and resolving project issues as they arise; and coordinating the activities required between the persons, agencies, departments and consultants responsible for project completion
- Conduct research, independently and cooperatively with City and other governmental agencies, contractors and other entities, related to various energy and emissions reduction strategies including alternative fuel vehicles, cleaner burning fuels, emissions/environmental legislation and other related activities and/or products
- Develop reports, presentations and other materials to assist DCAS in understanding the impact and potential benefits of new legislation and products
- Support and work with the agency's procurement responsibility areas, including examining existing DMSS contracts and potential procurements to identify new and/or expanded opportunities for the use of energy and emissions reduction technologies, products and services
- Develop and/or maintain information systems and/or other reporting tools to provide data on PlaNYC and other related projects, initiatives and studies; and provide the agency and division management and procurement staff with useful research and analyses
- Interact with the vendor community, City agency staff and other DCAS staff to arrange meetings and product demonstrations of vehicle, fuel and other energy and emissions reduction products
- Organize and coordinate on-going or ad hoc meetings and/or working groups with DCAS and City agency staff to discuss vehicle, fuel and other energy and emissions reduction strategies, products and legislative and industry initiatives
- Perform other duties as may be required

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel 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. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

New York City residency required within 90 days of appointment.

Essential Skills

- Experience performing project management work, such as planning, administering, implementing, managing, coordinating or expediting projects
- Excellent technical skills and knowledge to perform the above and support the agency's energy efficiency and emission-reduction initiatives, legislation and goals
- Demonstrated ability to initiate actions proactively and to effectively identify and follow up on action items to ensure that projects progress on schedule and that stakeholders' needs are effectively met
- Excellent quantitative, writing, administrative, research and analytical skills with strong organizational ability; consulting experience

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/005646. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:
 Recruitment Coordinator
 DCAS/Human Resources Office
 1 Centre Street, 17th Floor North
 New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 10/23/2009	Post Until: 12/23/2009	JVN: 868-2010-005646
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The City of New York is an Equal Opportunity Employer.