

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPT. OF CITYWIDE ADMINISTRATIVE SERVICES

DIVISION

ASSET MANAGEMENT - BUILDING SERVICES

ADDRESS1 1 CENTRE STREET

ADDRESS2 NEW YORK , NEW YORK 10009

CONTACT NAME HARRIS COLLON

E-MAIL hcolon@dcas.nyc.gov

PHONE (212) 386-0527

FAX (212) 669-2101

AGENCY DESCRIPTION (Max characters 3000)

The Department of Citywide Administrative Services (DCAS) ensures that City agencies have the critical resources and support needed to provide the best possible services to the public. DCAS supports City agencies workforce needs in recruiting, hiring and training City employees; establishes and enforces uniform procedures to ensure equal employment opportunity for employees and job candidates at City agencies; provides overall facilities management, including security, maintenance and construction services for tenants in 55 public buildings; purchases, sells and leases non-residential real property; purchases, inspects and distributes supplies and equipment, and disposes of all surplus and obsolete goods; publishes and distributes the City Record, The Green Book, and other City publications; manages CityStore; monitors City agency fleets and the City's overall compliance with fleet purchasing laws and environmental goals; establishes, audits and pays utility accounts that services 80 agencies and more than 4,000 buildings; and implements energy conservation programs throughout City facilities.

UNIT DESCRIPTION (Max characters 1000)

Building Services unit that comprises approximately 700 employees who provide cleaning and maintenance services to 50 Court and non-Court facilities, at approximately 14 million square feet in the five Boroughs of the City of New York.

POSITION TITLE (Max characters 100)

Purchasing & HR Assistant Undergraduate Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Assist in the preparation of Purchase Orders to be sent to DCAS fiscal officers for the procurement of supplies and equipment for Custodians and Maintenance personnel from private vendors;
- Assist in the preparation of Purchase Orders to be performed on Punch-out system for the procurement of supplies and equipment for Custodians and Maintenance personnel from private vendors;
- Ensure that deliveries of equipment and supplies are made; reconciles invoices
- Assist in purchases of light bulbs for all 50 facilities;
- Assist in the gathering of information for research and reporting purposes, including the writing of any reports

that may be required by management.

- Assist in the preparation of Personnel Action Requests, using information from Payroll;
- Assist in preparation of Personnel Action Requests for Executive Director and Assistant Commissioner;
- Assist in reviewing Annual and Probationary Performance Evaluation Reports for completeness;
- Assist in gathering information and writing of weekly Building Services report and Facilities Report, and biweekly Asset Management Operations report;
- Assist in preparation of New Needs Requests for Building Services;
- Assist in preparation of reports, Power Point presentations as requested by staff.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Must be proficient in Microsoft Office Suite Applications such as Word and Excel. Powerpoint and Access are a plus. Experience providing clerical assistance is necessary

APPLICATION PROCESS (Max characters 700)

E-mail resume and cover letter to the contact person listed above. If contacted for an interview, candidates must bring a transcript or enrollment verification statement from their school, attesting that they are accepted to or enrolled in an accredited undergraduate degree program.

SALARY RANGE

\$12 Undergraduate

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Internships are available between May and September for maximum duration of thirteen (13) weeks.