Position Available

ITD/Database and Application Development Division

Computer Software Associate, Level 1

The Information Technology Division (ITD)/Database and Application Development (DAD) section is responsible for designing, developing and maintaining the agency’s major databases and applications. DAD staff also provides support to the agency’s programmers and users and provides limited training on select applications upon request.

JOB DESCRIPTION:

The Computer Software Associate will be responsible for assisting in the maintenance of several major systems including a new application that is being developed in the Cloud. The Associate will also be working on smaller applications that support the various business functions of the agency as well as being responsible for preparing customized data files and reports for a variety of local and citywide planning and zoning studies.

Under general direction of the Section Director and with a broad scope for independent initiative and judgment, the Computer Software Associate will:

- Perform programming tasks with a high degree of quality and efficiency;
- Investigate, analyze, design, program and implement effective solutions to meet business needs;
- Assist in the maintenance and updating of in-house applications;
- Work as part of a team of programmers and systems integrators in the development of an agency workflow and document management system;
- Create and document technical process; and
- Collaborate with end users, technical staff and vendors on requirements for new or enhancement initiatives;
- Perform related tasks.

REQUIREMENTS:

1. A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field and one (1) year of satisfactory fulltime computer software experience in computer systems development and analysis, applications programming, database administration, systems programming or data communications; or

2. A four year high school diploma or its educational equivalent and five (5) years of full-time satisfactory computer software experience as described in “1” above; or
3. A satisfactory combination of education and experience that is equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. In addition, twenty-four (24) semester credits from an accredited college or graduate school in computer science or a related field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school), may be substituted for one year of experience. However, all candidates who attempt to qualify under option “3” must have at least a four year high school diploma or its educational equivalent and at least two years of satisfactory full-time computer software experience as described in “1” above

PREFERRED SKILLS:

• Experience with .NET and Microsoft Office products;
• Demonstrated understanding of system development life-cycle;
• Ability to troubleshoot and analyze application, identify the issue and document the findings;
• Ability to work with various teams as well as to work independently;
• Excellent analytical, communication (oral and written), writing and documentation skills;
• Experience with SharePoint, Dynamics CRM, Visual Studio and Java Script a plus; and
• Knowledge of GIS a plus.

CIVIL SERVICE TITLE:  Computer Software Associate, Level 1
SALARY RANGE:  $58,721 - $67,529 annually, commensurate with experience
APPLICATION DEADLINE:  April 30, 2015 or until filled

TO APPLY:  ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS WEBSITE

• Go to https://a127-jobs.nyc.gov/
• Search for job ID number: 189937
• Click on the job business title: Computer Software Associate
• Click on “Apply Now” at the bottom of the posting

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW. APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL.

Appointment to this position is subject to Civil Service qualifications and the City’s appointment approval process.

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