

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

Civil Service Title: Computer Systems Manager	Level: M-1
Title Code No: 10050	Salary: \$75,000 - \$90,000
Office Title: Senior Systems Analyst	Work location: 1 Centre Street
Division/Work Unit: Energy Management	Number of Positions: 1

Job Description

The Department of Citywide Administrative Services' Energy Management Line of Service (DEM) oversees the implementation of the *Long-Term Plan to Reduce Energy Consumption and Greenhouse Gas Emissions of Municipal Buildings and Operations (Long-Term Plan)*—an expansion of the City's *PlaNYC* Energy Initiative to cut greenhouse gas emissions in City government operations 30 percent by 2017 through energy efficiency retrofits, improved operations and maintenance, clean distributed generation deployment, and upgrades to the City's vehicle fleet, streetlights, and wastewater treatment infrastructure. DEM also manages the purchase of electricity, natural gas and steam for City-owned and operated facilities, processing utility bills and developing the City's annual energy budgets for 80 agencies and more than 4,000 facilities.

Job Description, Senior Systems Analyst:

The Department of Citywide Administrative Services (DCAS) seeks to hire a Computer Systems Manager to serve within DCAS Energy Management's Office of Performance Tracking and Analytics as the Senior Systems Analyst. Senior Systems Analyst will direct development and implementation of a system to prioritize energy efficiency and retrofit projects; build and support a reliable dataset using existing DEM databases and available data sources; improve and enhance DEM reporting capabilities, define specific and aggregated performance metrics and provide reports necessary for City buildings performance tracking, 30x17 progress analysis, budgeting, planning, monitoring and controlling. The Senior Systems Analyst will also support other projects in the Office of Performance Tracking and Analytics and contribute to various DEM projects and initiatives.

Under the leadership of the Director of Performance Tracking and Analytics, the Senior Systems Analyst's duties will include, but are not limited to:

- In coordination with other DEM offices define and describe performance metrics for energy efficiency projects and develop prioritization criteria;
- Identify necessary data elements and data links, design data integrations, define and document data validation rules, coordinate with IT during implementation;
- Conduct analysis of energy efficiency projects, present results, and develop recommendations;
- Identify and monitor DEM needs in reporting and data mining, and develop suitable solutions;
- Design and develop various queries and reports;
- Participate in other activities of the Office of Performance Tracking and Analytics;
- Contribute to other DEM projects and initiatives.

Preferred Skills

The candidate should:

- Be well-organized, detail-oriented and able to handle multiple responsibilities and deadlines simultaneously;
- Have strong written and verbal communication skills;
- Have familiarity with issues pertaining to energy efficiency in existing buildings;
- Have an advanced knowledge of Microsoft Excel and Access, queries design and SQL, understanding of data performance management and data integration.
- Possess some or all of the following skills: knowledge and experience in Crystal Reports, Visual Basic for Applications (VBA), statistical software, Microsoft Visio, Project, PowerPoint; experience in reporting and visualizing data; familiarity with energy and environmental issues; background in engineering or environmental studies.

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

NOTE: The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

To Apply:

Please go to www.nyc.gov/careers and search for Job ID#: 120802

NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Post Date: 11/8/13

Post 12/7/13

JVN: 868-2013-120802

The City of New York is an Equal Opportunity Employer