

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

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

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and two years of satisfactory full-time experience, acquired within the last seven years, in mainframe computer, mid-range computer and/or LAN or WAN computer environments in the areas of tape library, data entry or production control; or
2. An associate degree or 60 semester credits from an accredited college and three years of satisfactory full-time experience, acquired with the last seven years, as described in "1" above; or
3. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience, acquired with the last seven years, as described in "1" above; or
4. Education and/or experience equivalent to "1", "2", or "3" above. Undergraduate college credit can be substituted for experience on the basis of 30 semester credits, from an accredited college, for six months of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and two years of satisfactory full-time mainframe computer, mid-range computer, and/or LAN or WAN computer experience, acquired within the last seven years, in the areas of tape library, data entry, or production control.

**To Apply:**

Please go to [www.nyc.gov/careers](http://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: 05/29/13

Post 06/28/13

JVN: 868-2013-120802

**The City of New York is an Equal Opportunity Employer**