

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst	Level: NM
Title Code No: 1002A	Annual Salary: \$49,510 / \$56,937 - \$88,649
Office Title: Environmental Justice Coordinator	Work Location: 59-17 Junction Blvd., 19 th Floor, Flushing, New York
Division/Work Unit: Bureau of Communication & Intergovernmental Affairs, Office of Community Partnerships	Number of Positions: 1

Hours/Shift: 35 Hours/Day

Job Description

The selected candidate will be involved in researching, interpreting and communicating orally and in writing technical information; reporting recommendations and budget information to the public, community boards and DEP Bureaus; perform field and office tasks as assigned which includes attending meetings at the agency's locations as well as off site locations; assist in the coordination of, and the attend community board meetings and public hearings for both federally funded and non-federally funded projects during the day and evening throughout the year; work with Community Boards in various boroughs, local civic groups and elected officials to implement city charter mandates, capital construction projects, and citizen complaints in the conduct of community outreach; and address specific problems arising from community dissatisfaction with capital construction projects and maintenance and repair issues. On occasion, the selected candidate will be required to participate in weekend meetings and/or community events; and will also be required to respond immediately to offsite occurrences during the workday.

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.

Essential Skills

Ability of communicate effectively, orally and in writing. Must be well organized.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right CORNER of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

NYC Residency is required within 90 days of appointment

Appointments are subject to OMB approval

Post Date: 05/10/2010

Post Until: 05/24/2010

JVN: 826-10-10266-CIA

The City of New York is an Equal Opportunity Employer