

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

Civil Service Title: Computer Associate (<i>Software</i>)	Level: 03
Title Code No: 13631	Annual Salary: \$64,571 / \$74,257 - \$94,528
Office Title: Computer Software	Work Location: 71 Smith Avenue, Kingston, NY
Division/Work Unit: Bureau of Water Supply/ Water Quality	Number of Positions: 1
Hours/Shift: 35 Hours a week/Days	Agency Tracking #: N/A

Job Description

Working within the Bureau of Water Supply, Watershed Water Quality Operations, under the direction of the Section Chief of Compliance Data Management, the selected candidate will oversee the design, implementation, enhancement and maintenance of the Division's Laboratory Information Management System (LIMS). Specific responsibilities include application and database design, implementation, enhancement and maintenance. The selected candidate will coordinate, develop, test and implement STARLIMS laboratory information management system at division laboratories, write reports and assist in updating LIMS database to include new requirements as they are identified by division staff, develop help documentation to assist division staff in the use of LIMS, develop and maintain field data entry computers and software; coordinate with Office of Information Technology on infrastructure requirements of the LIMS; provide technical assistance, coordinate or support high priority or special projects, and work with other division personnel to develop and facilitate adoption of streamlined procedures for use of LIMS throughout the division; provide program support, develop materials and administers training in the use of the LIMS, coordinate with agency/bureau/division budget staff on the development of funds to ensure the continued maintenance and development of the LIMS (*hardware and software*); and provide back-up for data requests as needed.

Qualification Requirements

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in computer science or a related computer field and one year of satisfactory full-time 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 years of satisfactory full-time computer software experience as described in "1" above; *or*
3. Education and/or experience 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 60 semester credits from an accredited college is equated to one year of experience. In addition, 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 must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience as described in "1" above.

Essential Skills

N/A

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

Appointments are subject to OMB approval

Post Date: 05/16/2011

Post Until: 05/31/2011

JVN: 826-11-86967-WS

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