

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: Borough Manager	Work Location: 250 Livingston St., 8 th . Fl., Brooklyn, NY
Division/Work Unit: Customer Services/Brooklyn Office	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Under direction of the Director of Field Operations, with latitude for independent initiative and judgment, the selected candidate will manage and oversee the activities of the clerical section of the Brooklyn Borough Office; will oversee customer inquiries; perform account analysis and adjustments; cashiering; training of staff; will also manage and oversee the activities of the Inspectorial Division of the Brooklyn Borough Office including overseeing daily inspection appointments; special/ title readings; Con Edison condition reports; training; and is responsible for submitting planning, productivity and management analysis reports.

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, or a closely related field, and one year of satisfactory full-time professional experience working 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, labor 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.
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above.

Essential Skills

N/A

To Apply:

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
 Residency restrictions apply to this position.
 Appointments are subject to OMB approval.

Post Date: 12/6/2011	Post Until: 12/20/11	JVN: 826-12-96156-CS
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The City of New York is an Equal Opportunity Employer