

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

Civil Service Title: Computer Programmer Analyst Trainee	Level: N/A
Title Code No: 13650	Annual Salary: \$34,588 /\$ 39,776 - \$39,776
Office Title: Computer Programmer Analyst Trainee	Work Location: 96-05 Horace Harding Expwy., Queens, NY
Division/Work Unit: Bureau of Water and Sewer Operations/Executive	Number of Positions: 1
Hours/Shift: 35 Hours per Week/Day	Agency Tracking #: N/A

Job Description

Working in the Bureau of Water and Sewer Operations Executive Division, under direct supervision, the selected candidate will serve as Assistant to the Project Manager and perform the following duties: assist in the development and codification of standard operating procedures for different operational, administrative and management functions within the Bureau; receive training in document control and revision cycles for procedures; work with Bureau technical staff; assist in the coordination of the development, collection and tracking of performance metrics for different bureau/division functions and receive training in monitoring and performing analyses of these metrics as well as analyses and dissemination of data collected for use in operations, asset management and financial planning.

Qualification Requirements

1. A four-year high school diploma or its educational equivalent and one year of full-time experience of which at least 6 months shall be in computer programming; *or*
2. A four-year high school diploma or its educational equivalent and 6 months (approximately 650 hours) computer training at an accredited private trade or technical school; *or*
3. An associate degree or completion of 60 credits at an accredited college including at least 12 credits in computer science and/or data processing; *or*
4. Education and/or experience equivalent to "1", "2" or "3" *above*.

Essential Skills

Extensive computer skills including MS Excel, Visio, PowerPoint, Word, Access, Crystal Report, or other reporting tools are a plus.

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: 2/21/2012

Post Until: 3/6/2012

JVN: 826-12-98405-WSO

The City of New York is an Equal Opportunity Employer