

**City of New York  
DEPARTMENT OF ENVIRONMENTAL PROTECTION**

**Citywide Job Vacancy Notice**

<b>Civil Service Title:</b> Administrative Staff Analyst (NM)	<b>Level:</b> N/A
<b>Title Code No:</b> 1002A	<b>Annual Salary:</b> \$49,510 / \$56,937 - \$88,649
<b>Office Title:</b> Strategic Advisor	<b>Work Location:</b> 59-17 Junction Blvd., Flushing, NY
<b>Division/Work Unit:</b> Environmental Planning & Analysis/Sustainability	<b>Number of Positions:</b> 1
<b>Hours/Shift:</b> 35 Hours per Week/Day	<b>Agency Tracking #:</b> N/A

**Job Description**

Under the direction of the Deputy Commissioner of Sustainability, the selected candidate will help shape and manage the development of major policy issues, strategic initiatives, programs and projects related to drinking water supply, wastewater, stormwater, hazardous waste, air, noise, asbestos, climate change and environmental planning; assist in handling (1) the Office of Green Infrastructure, which is tasked with controlling stormwater on ten percent of impervious surfaces in combined sewered areas using green infrastructure by the year 2030, (2) the Bureau of Environmental Planning & Analysis, which is responsible for developing the City's long term strategy to improve water quality (including 11 Long Term Control Plans and an Municipal Separate Storm Sewer Systems Program (MS4), water quality modeling, watershed planning, environmental review, water conservation initiatives, developing and implementing a climate change strategy, undertaking ecological restoration activities, and hazardous waste issues, including investigating and responding to two complex Superfund sites, and (3) the Bureau of Environmental Compliance, which is responsible for legislation, policy, and enforcement of the Air, Noise, and Asbestos Codes of NYC. In addition, the selected candidate will work closely with the Deputy Commissioner and other executive staff to plan and accomplish DEP's policies and strategic initiatives; research, track, analyze, and report on a broad range of diverse regulatory and policy matters potentially affecting DEP; assist in the collection of required information and data; draft and review comments, testimony, whitepapers, presentations, studies, and other policy documents; and develop and implement stakeholder strategies on a variety of significant issues to ensure their successful development, adoption and implementation. These responsibilities will entail significant internal coordination across the agency bureaus and external coordination and interaction with other city agencies, DEC, EPA, and other entities.

**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**

Experience working in one or a combination of the following: (a) working in complex institutional environments, including organized stakeholder groups, environmental and consumer groups, regulatory agencies, governmental bodies or with elected officials (city councils, county government, port districts, state legislatures, etc.); and (b) policy development and analysis experience. Demonstration of sound judgment and an ability to be self-directed and work in an dynamic environment with shifting subject matter; proven ability to synthesize and articulate complex issues cutting across multiple disciplines; well-developed interpersonal and strong communication skills, including excellent writing, speaking and briefing skills; ability to use Word, Excel, and PowerPoint.

**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 -18<sup>th</sup> 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](mailto:Recruit@dep.nyc.gov)

For more information about DEP, visit us at: [www.nyc.gov/dep](http://www.nyc.gov/dep)

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

**Post Date:** 4/2/2012

**Post Until:** 4/13/2012

**JVN:** 826-12-99956-EPA

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