

**City of New York**  
**DEPARTMENT OF CORRECTION**  
**Job Posting Notice**

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| <b>Civil Service Title:</b> Community Coordinator   | <b>Level:</b> 00   |
| <b>Title Code No:</b> 56058   | <b>Salary:</b> \$47,703.00/\$54,858.00-\$74,049.00<br><b>Frequency:</b> ANNUAL |
| <b>Business Title:</b> Facility Information System (F.I.S.) Coordinator   | <b>Work Location:</b> 75-20 Astoria Blvd                                       |
| <b>Division/Work Unit:</b> Various Commands   | <b>Number of Positions:</b> 4  |
| <b>Job ID:</b> 177198   | <b>Hours/Shift:</b> Day Tour   |
| <p style="text-align: center;"><b>Job Description</b></p> <p>Under the direction of the facility Commanding Officer, the FIS coordinator will collect data from all disciplines within the facility (Programs, Operations, Security and Administration); review operations orders, general orders and directives to promulgate command level orders; review, update and catalogue all command level orders; provide directives, institutional orders and policies to staff when requested; perform policy research; perform data entry of statistical data into excel spreadsheets; analyze statistical data for spikes, trends and changes; report data trends to the facility Warden; create spreadsheets; respond to inquiries pertaining to command level orders; perform daily audits; notify the Commanding Officer of any problems relative to the operation of the F.I.S. office and perform other related duties as requested.</p> |  |
| <p style="text-align: center;"><b>Minimum Qualification Requirements</b></p> <p>1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or<br/> 2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or<br/> 3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.</p>  |  |
| <p style="text-align: center;"><b>Preferred Skills</b></p> <p>Excellent writing, communication, inter-personal, analytical, research, problem-solving, and organizational skills;<br/> Ability to prioritize and manage multiple assignments;<br/> Ability to work with minimal supervision; high degree of initiative and creativity;<br/> Ability to work with diverse groups; as part of a team and/or independently;<br/> Proficiency in MS Office (Excel, Word, Outlook), and data entry is preferred.</p>   |  |
| <p style="text-align: center;"><b>Residency Requirement</b></p> <p>New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.</p>   |  |
| <p style="text-align: center;"><b>To Apply</b></p> <p><b>For City employees: Go to Employee Self-Service (ESS)-<a href="http://www.nyc.gov/ess">www.nyc.gov/ess</a>. Click on Recruiting Activities &gt; Careers and search for Job ID#:177198</b></p> <p style="text-align: center;"><b>For all other applicants: Go to <a href="http://www.nyc.gov/careers/search">www.nyc.gov/careers/search</a> and search for Job ID#: 177198</b></p> <p style="text-align: center;"><b>ATTENTION: KATHLEEN MADISON</b></p> <p style="text-align: center;"><b>Submission of a resume is not a guarantee that you will receive an interview.</b><br/> <b>Only candidates under consider will be contacted.</b></p>  |  |
| <b>Posting Date:</b> 12/05/2014   | <b>Post Until:</b> 12/20/2014  |

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