



**NEW YORK CITY FIRE DEPARTMENT
CITYWIDE JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Principal Administrative Associate – Level II	TITLE CODE NO. 10124
OFFICE TITLE CityTime Staffing Assistant	SALARY *\$44,735 **\$51,445 *Salary for new employees **Salary for full-time employees who have been working for NYC at least two years
BUREAU/DIVISION/UNIT Operations / DSCO	LOCATION 9 MetroTech Center Brooklyn, New York

JOB DESCRIPTION:

The CityTime Staffing Assistant will be responsible for maintaining the organization approval tree in the CityTime application and ensuring that employee profiles are accurate and current. In cooperation with the Division Staffing Coordinators, enter the proper firefighter and fire officer assignments in CityTime in a timely manner and ensure that manpower is balanced. This includes full and light-duty details as well as assignments to/from field units and administrative units. Make notifications to the units receiving newly assigned members and confirm acceptance of the new members. Track changes to the employee profile as they relate to duty status, promotions, leave status changes, and group changes. Verify data modifications with the Bureau of Personnel to ensure that CityTime coincides with the HRIS Roster Staffing database.

- QUALIFICATION REQUIREMENTS:**
- 1) A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in an administrative capacity or supervising staff performing clerical/administrative work of more than moderate difficulty; or
 - 2) An associate degree or 60 semester credits from an accredited college and four years of satisfactory, full-time progressively responsible experience as described in “1” above; or
 - 3) A four-year high school diploma or its educational equivalent and five years of satisfactory, full-time progressively responsible experience as described in “1” above; or
 - 4) Education and/or experience equivalent to “1”, “2” or “3” above. However, all candidates must possess the one year of administrative or supervisory experience as described in “1” above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for the one year of administrative or supervisory experience described in “1” above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ years.

PREFERRED SKILLS:
Strong computer (CityTime) skills. Excellent administrative, interpersonal and communication skills.

NOTE: New hires must reside in NYC for the first two years of employment.

TO APPLY FOR CONSIDERATION, PLEASE MAIL OR FAX COPY OF YOUR RESUME TO:

New York City Fire Department
9 MetroTech Center – 6th Fl.
Brooklyn, NY 11201
ATTN: Human Resources-BOP/Vacancy
FAX No. (718) 999-7128

PLEASE REFER TO TRANSMITTAL # 057-2010-007045-C-BOO

No phone calls please.

ONLY PERMANENT PAA’S WILL BE CONSIDERED FOR THIS POSITION.

Please note that only those candidates considered for an interview will be contacted.

DATED: October 27, 2009 **POST UNTIL:** November 10, 2009

The Fire Department is an Equal Opportunity Employer.