NEW YORK CITY FIRE DEPARTMENT
CITYWIDE JOB VACANCY NOTICE

CIVIL SERVICE TITLE
Administrative Staff Analyst (Non-Managerial) Per-diem

TITLE CODE NO.
1002A

OFFICE TITLE
Electronic Command Board (ECB) Project Manager

SALARY
$31.16 - Minimum salary for full-time employees

BUREAU/DIVISION/UNIT
Technology Development and Systems (BTDS)/Program Management Office

LOCATION
9 MetroTech Center
Brooklyn, New York

JOB DESCRIPTION:
The Electronic Command Board (ECB) Project Manager will be responsible for the coordination and project management of the ECB Project, including: scheduling of vehicle installations, vendor management of the prime contractor and all sub-contractors, coordination of hardware and software maintenance activities and preparation of reports and senior staff briefings. The ECB Project Manager will be a member of BTDS and work with other BTDS staff including: WAN, LAN, Engineering, CAD and non-CAD Programming, Radio Repair, and Fleet Maintenance. The ECB Project Manager will assist in the support of the FGAP program.

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 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 satisfactory full-time 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.

PREFERRED SKILLS:
Experience in managing complex IT projects, logistics, and vendor management & maintenance. Experience and/or education in computer technology and wireless communications preferred but not required.

NOTE: New York City residency is 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 SUBMIT RESUME FOR CONSIDERATION, PLEASE APPLY VIA NYC.GOV/CAREERS OR CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS).

PLEASE REFER TO JOB ID # 132566

No phone calls please.

ONLY THOSE CANDIDATES CONSIDERED FOR AN INTERVIEW WILL BE CONTACTED.

DATED: June 16, 2014

POST UNTIL*: UNTIL FILLED

The Fire Department is an Equal Opportunity Employer.