



## NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE</b> Administrative Staff Analyst – NM	<b>Title Code #</b> 1002A
<b>OFFICE TITLE</b> Executive Assistant to the Assistant Commissioner/Chief Information Officer for the BTDS	<b>SALARY</b> \$56,937-Minimum salary for full-time employees
<b>BUREAU/DIVISION/UNIT</b> Technology Development & Systems/Administration	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

**JOB DESCRIPTION**

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, the candidate will serve as the Executive Assistant to the Assistant Commissioner/Chief Information Officer for the Bureau of Technology Development Systems performing the following tasks: Maintain appointment schedule for Assistant Commissioner/CIO, schedule meetings as required. Meetings will involve other FDNY personnel, other City, State and Federal Agencies as well as individuals from the public and private sector; generate and type memos, letters, reports, contracts, and other Microsoft Word; advise the Assistant Commissioner/CIO on a periodic basis on those items, issues, tasks, etc. that require input and direction; answer telephone calls and take accurate and complete messages; maintain Excel Spreadsheets on various items including; contact information such as telephone, fax, cellular telephone, Blackberry numbers, maintenance and service contract effective dates, response times and points of contact, BTDS personnel schedules, contact information, work locations, etc. file written documents, contracts, faxes, purchase orders, and requisitions accurately to allow for expedient retrieval.

- 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.

**PREFERRED SKILLS:**  
Experience using Microsoft Office, Word, Access, Excel, PowerPoint, MS Project and Visio; excellent writing and oral communications skills.

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

**TO APPLY:**  
NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/JOBS](http://WWW.NYC.GOV/JOBS).  
CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 196290.

**DATED:** June 15, 2015 **\*POST UNTIL\*:** June 30, 2015

*"FDNY is ranked as the top place to work among gov't agencies; and 17<sup>th</sup> overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."  
-Forbes magazine, on "America's Best Employers 2015"  
The Fire Department is an Equal Opportunity Employer.*