

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS  
JOB VACANCY NOTICE

Civil Service Title: Associate Staff Analyst

JVN # 858-05-1379CW

Title Code Number: 12627

Salary Range: \$49,778 - \$74,119

Office Title: Emergency Broadcast Manager

Work Location: City Hall

Division/Work Unit: NYC-TV

Number of Positions: 1

Hours/Shift: Day\*

**JOB DESCRIPTION:**

**(New York City Residency required within 90 days of appointment)**

Responsibilities will include: Manage projects assigned by the Emergency Broadcast Director (EBD) in relation to working with public and private communication and security personnel such as The White House, FBI, FCC, Homeland Security, FEMA, etc; Work with engineering and operations personnel to ensure all advanced media, broadcast, cable and other mediums are on air during all time periods; Assist the EBD in ensuring that the general station operations are in compliance with Federal Communications Commission (FCC) regulations and applicable local, state and federal laws; Assist with the planning, developing and implementing of new methods to improve operations and greater utilization of staff; Assist in negotiating and drafting contracts used for developing preventive maintenance programs for station facilities, drafting business rules and operating protocol to ensure the efficient and effective use of station equipment; Assist with the implementation of preventative maintenance programs that minimize emergency and service repairs; ensure proper operations during seasonal changes and recalibrate controls based on seasonal conditions to ensure energy efficient operation; Assist with implementing a protocol to perform system-wide technical evaluations and testing procedures for all engineering equipment; provide support for the Master Control supervisor in testing and procuring analog and digital TV systems and equipment; manage project for the maintenance of hazard communications program and promulgate safe work practices; oversee third-party service contracts that perform preventative maintenance on emergency equipment; Assist the EBD with all long-range facilities planning of systems design, budget and procurement of technical equipment; manage the function and maintenance of video and audio equipment and conduct due diligence for satellite and fiber feeds for on air operations; work with engineers in researching and tracking of emergency broadcast transmission in other locations/markets around the country such as The White House, Los Angeles, etc; Engage in standard engineering practices to ensure the proper functioning of equipment and the ability to properly monitor output to support the Master Control operations; ensure proactive maintenance to correct problems that may surface to prevent problems from occurring.

\*Due to the nature of the operations of a television station, business necessities will require the candidate to work flexible hours, including early mornings, evenings, weekends and/or holidays and serve as a back-up for the EBD.

**CIVIL SERVICE 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 working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; or in management or methods analysis, operations research, organizational research or program evaluation; or 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, fiscal management, or in a related area. -OR-
2. A Bachelor's Degree from an accredited college and three years of satisfactory full-time professional experience in the areas described in "1" above, -OR-
3. A combination of education and/or experience equivalent to the above. However, all candidates must possess a baccalaureate degree from an accredited college.

**TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:**

Department of Information Technology and Telecommunications (DoITT)  
Recruitment Office - 75 Park Place – 9th Floor, New York, NY 10007

-or-

e-mail to [tv@doitt.nyc.gov](mailto:tv@doitt.nyc.gov) (indicate Office Title in subject line)

POST DATE: 11/05/04

POST UNTIL: 11/19/04

JVN: 858 / 05 / 1379CW

(agency code/fiscal yr./number)

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