



NEW YORK CITY DEPARTMENT OF EDUCATION
CITYWIDE VACANCY NOTICE

CIVIL SERVICE TITLE:

Certified IT Administrator (LAN) L3
(13641)

FUNCTIONAL TITLE:

Cognos Database/Applications
Administrator

ASSIGNMENT NUMBER:

740-09-002

NUMBER OF POSITIONS AVAILABLE

1 position

PROGRAM AREA:

Division of Instructional & Information
Technology

LOCATION:

2 MetroTech Center - Suite 3600
Brooklyn, New York 11201

SALARY:

\$82,666 +

The Office of Web Server Operations is responsible for managing, implementing, overseeing, developing, monitoring and maintaining hardware and software technical support services for Intranet & Internet Web servers in a Microsoft, IBM, CISCO environment. This includes the development, installation, support and implementation of web servers and applications, Content Management Systems (CSM) and Local and Wide Area Networks.

JOB DESCRIPTION:

- Provides an overall reporting solution foundation for the development, implementation and operation of data reporting, modeling and warehouse data analysis. This includes tuning and optimizing reporting solutions.
- Provides technical support for Cognos 8 applications including report analysis, development, maintenance and report migration.
- Develops and maintains Framework Manager models and applies proper securities and publishing packages. Writes and implements detailed technical specifications.
- Responsible for the complete range of Business Intelligence (BI) capabilities which include reporting, analysis, score carding, dashboards and business event management.
- Coordinates training, support and best practices for Ad-hoc Query users and Report Authors and conducts in-house training and mentoring to the reporting team on writing reports using Cognos BI 8, interpreting user requests, documenting system requirements, data modeling and data analysis.
- Establishes practices to ensure data quality and performs quality review of Cognos Framework Manager and data modeling.

MINIMUM REQUIREMENTS

Microsoft Certified Systems Engineer (MCSE) Windows 2003 -AND-

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in local area network planning, design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management;

OR

2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience of which at least 2 years must have been as described in "1" above;

OR

3. A master's degree in computer science or a related field from an accredited college may substitute for one year of experience. However, all candidates must have at least one year of satisfactory (not classroom based) full-time information technology experience as described in "1" above.

In addition to meeting the minimum qualification requirements incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.

PREFERRED QUALIFICATIONS

1. 2-3 years of experience as a senior or a Reporting Lead.
2. 3-5 years of experience as a Cognos Systems Administrator and Report Developer.
3. 5 -10 years of experience in the Business Intelligence/Data Warehouse field.
4. Familiarity with Dimensional Modeling techniques and best practices.
5. Strong data modeling and data architecture and analytical skills.
6. Excellent written and verbal communication skills.
7. Self-motivated and willing to work in an energetic, fast paced team environment.
8. Ability to communicate standards and best practices and train report developers on their use.
9. Ability to work with report developers, data modelers and business analysts to ensure the BI functional infrastructure meets the design and delivery needs of the business projects.
10. Experience with integrating Cognos with other BI and application platforms used internally.
11. Ability to provide BI functional help desk support including 1st & 2nd level support, on-call troubleshooting & problem resolution.
12. Ability to provide oversight and governance of BI report performance.
13. Certification in Cognos ReportNet Product Professional - Administration Track a plus.

To apply for this assignment, send resume to:

New York City Department of Education
Division of Instructional & Information Technology
2 MetroTech Center - Suite 3600
Brooklyn, New York 11201
Attention: Wagiha Saif
OR by e-mail to:
CognosDBAppAdmin@schools.nyc.gov

Applications must be received by August 1, 2008.

Quote assignment number and day-evening phone numbers on the top right corner of your resume. Only applicants scheduled for interviews will be contacted.

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