



NEW YORK CITY DEPARTMENT OF EDUCATION
CITYWIDE VACANCY NOTICE

CIVIL SERVICE TITLE:
Certified IT Developer (Applications) L4
(13643)

FUNCTIONAL TITLE:
Cognos Systems Administrator

ASSIGNMENT NUMBER:
740-09-004

NUMBER OF POSITIONS AVAILABLE
1 position

PROGRAM AREA:
Division of Instructional & Information
Technology

LOCATION:
335 Adams Street
Brooklyn, New York 11201

SALARY:
\$88,679 +

The Office of Applications Development for the Division of Instructional and Information Technology (DIIT) is responsible for the overall design, development, maintenance, installation and enhancement of the Department of Education's student-related and business systems including all phases of the application development lifecycle.

JOB DESCRIPTION:

- Conducts requirements meetings with end-users utilizing quantitative, analytical and business skills and knowledge in an effort to understand crucial data needs for different business users within the Department of Education (DOE). Documents these requirements, resolves conflicts and gathers consensus.
- Defines, develops and implements Enterprise Cognos Business Intelligence (BI) application architecture, security plans and processes.
- Installs, modifies and maintains Cognos Application systems and provides overall technical guidance for the usage of Cognos tools and related software products.
- Provides Cognos application support to the Business Units and researches and resolves Cognos technical issues.
- Collaborates with BI Systems Architect to design and develop efficient operational procedures and to ensure that the application environment supports the business requirements.
- Collaborates with IT Operations in order to solve potential problems, defines and analyzes new technical requirements and software releases and performs ongoing capacity planning.
- Assists the Cognos development team in performing performance tuning and security layer.
- Performs project management activities including project documentation, business requirements and project tracking.

MINIMUM REQUIREMENTS

Cognos ReportNet Product Professional - Administration Track –OR-
Cognos ReportNet Product Professional - Modeling Track –OR-
Cognos ReportNet Product Professional - Reporting Track - AND –

1. A baccalaureate degree from an accredited college, and two years of satisfactory full-time (not classroom based) experience in computer applications development 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 masters 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 full-time (not classroom based) 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. Hands-on experience working with Cognos BI products including PowerPlay, Impromptu, ReportNet (Report Studio, Query Studio, Metrics Studio, Events Studio and framework Manager), Access Manager, Portal Administration, Server Administration, Content Administration, Cognos SDK, Cognos Scheduler, Macros, and .Net, HTML, Java, SQL Server 2000/2005
2. Strong understanding and working knowledge of Relational/Star Schema modeling and design as well as Web Services (COGNOS Web Services, HTML, XML, etc.).
3. Strong quantitative and analytical skills and business knowledge.
4. Ability to perform project management activities.

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: Carolyn Gardener
OR by e-mail to:
CognosSysAdmin@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.

The New York City Department of Education is a Workforce Diversity/Equal Opportunity Employer