

**City of New York**  
**DEPT OF CITYWIDE ADMIN SVCS**  
**Job Vacancy Notice**

<b>Civil Service Title:</b> Computer Specialist (Software)	<b>Level:</b> 01
<b>Title Code No:</b> 13632	<b>Salary:</b> \$69,097.00 - \$86,117.00
<b>Office Title:</b> Applications Developer	<b>Work location:</b> 1 Centre St., N.Y.
<b>Division/Work Unit:</b> DRES/MIS	<b>Number of Positions:</b> 1

**Hours/Shift:** Day

**Job Description**

The Department of Citywide Services (DCAS) seeks to hire a Computer Specialist Software Level 1 to work within the Division of Real Estate Services' (DRES), Management Information Systems Unit (MIS). DCAS/DRES is seeking an experienced Applications Developer to work with MIS Unit on the development and maintenance of components of a suite of Real Estate related computer systems. The candidate's duties will be to:

- Develop computer codes to support various business process and business requirements
- Work with MIS director to determine where and how to make additions and/or changes to the existing database structure
- Work with MIS director to determine where and how to make additions and/or changes to the existing programs
- Test and debug all codes
- Develop technical and user documentation

**Qualification Requirements**

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; or
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; or
3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that 60 semester credits from an accredited college is equated to one year of experience. A master's degree in computer science or a related computer field may be substituted for one year of the required experience in "1" or "2" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience in a project leader capacity or as a major contributor on a complex project.

**Special Note:**

To be eligible for placement in Assignment Level IV, in addition to the Qualification Requirements stated above, individuals must have one year of satisfactory experience in a project leader capacity or as a major contributor on a complex project in data administration, database management systems, operating systems, data communications systems, capacity planning, and/or on-line applications programming.

**Essential Skills**

The candidate should possess a minimum of 3 years experience maintaining, modifying, migration and optimizing SQL Server databases; 5 years of working with Ms Access; 5 years of programming with VB and VBA; hands on experience on working with ASP.NET; strong communication skills; must be able to interact with senior management and end-users; the ability to complete assigned tasks properly and on time; knowledge of ADABAS/NATURAL is a plus; knowledge of CICS/COBOL is a plus.

**To Apply:**

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: [hrjobs@dcas.nyc.gov](mailto:hrjobs@dcas.nyc.gov)

**The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/006482.** Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.**

Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:

Recruitment Coordinator  
DCAS/Human Resources Office  
1 Centre Street, 17th Floor North  
New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

**Post Date:** 09/23/2009

**Post Until:** 12/23/2009

**JVN:** 868-2010-006482