

**NYC DEPARTMENT OF TRANSPORTATION** (corrected job description/spec  
**CITYWIDE JOB VACANCY NOTICE** same posting dates)

<b>Civil Service Title:</b>	<b>Principal Administrative Associate</b>	<b>Level: I</b>	
<b>Title Code No.:</b>	<b>10124</b>	<b>Salary: \$39,504 - \$50,320</b>	The minimum for employees appointed on or after 7/1/05 is <b>\$34,351</b>
<b>Office Title:</b>	<b>Web and E-Media Developer</b>	<b>Work Location:</b>	40 Worth Street, Manhattan
<b>Division/Work Unit:</b>	Executive Division	<b>Number of Positions:</b>	<b>1</b>
<b>Hours/Shift:</b>	<b>35/Varies</b>		

**JOB DESCRIPTION**

The candidate will assist in the development of new websites and the re-development of the current website; work may include programming, design, user interface, etc; envision and develop new on-line tools to service the general public and agency staff; work with contractors on technical and web-based projects; write and maintain documentation for technical and web-based tasks; provide technological expertise and train staff on new technologies; update and maintain website content; perform related duties.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree from an accredited college and three years of satisfactory, full-time progressively responsible clerical/administrative experience, one year of which must have been in administrative, budget capacity or supervising staff performing administrative work of more than moderate difficulty; or
2. An associate degree from an accredited college or 60 semester credits at an accredited college and four years of full-time experience as described in "1"; or
3. A four-year high school diploma or its educational equivalent and five years of satisfactory full-time experience as described in "1"; or
4. Education and/or experience equivalent to "1", "2" or "3" above. However, all candidates must possess the one year of experience as described in "1" above. Education above the high school level may be substituted for the general clerical/administrative experience (but not for one year of administrative or supervisory experience described in "1" above) at a rate of 30 semester credits from an accredited college for 6 months of experience up to a maximum of 3 ½ Years.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

Special note: While we appreciate every applicant's interest, only those under consideration will be contacted

**SPECIALIZED KNOWLEDGE**

**PREFERRED SKILLS / EXPERIENCE:**

At least 2-3 years web development experience; familiarity with content management systems and CSS, XHTML, HTML; working knowledge of various coding languages and server-side application functionality including Java, C++, ASP, Linux, Solaris and especially Javascript; Flash development skills and experience building database-driven applications and websites; demonstrated experience designing for the web, email and other on-line placements; familiarity with Photoshop, Illustrator and other graphic design software; understanding of and experience with information architecture, content management systems and cross-platform/cross browser compatibility concerns; awareness of capabilities and the use of blogs, podcasts, social networking and other new media tools for on-line organizing and outreach.

**TO APPLY, PLEASE SUBMIT RÉSUMÉ TO:**

**Name:** Dani Simons, Director of E-Media Initiatives

**NYC Department of Transportation**

**Office/Department :**

**Address :** 40 Worth Street, Room 1002

**City, State Zip:** New York, NY 10013

**JVN #:** 841-08-DOT-368

**POST DATE: 9/24/07**

**POST UNTIL: 10/5/07**

**JVN#: 841/08/DOT-368**

**The City is an Equal Opportunity Employer**