

# 2022 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

**NEW YORK CITY DEPARTMENT OF SANITATION (DSNY)**

## DIVISION

**Bureau of Information Technology**

**ADDRESS1** 375 Pearl Street

**ADDRESS2** New York, NY 10038

**CONTACT NAME** Eugene Adia

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**PHONE**

**FAX**

## AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Sanitation (DSNY) keeps New York City healthy, safe, and clean by collecting, recycling, and disposing of waste, cleaning City streets and vacant lots, and clearing snow and ice. DSNY is the nation's largest municipal sanitation agency, with nearly 10,000 employees, 59 district garages, and a fleet of more than 5,000 trucks, cars and other types of equipment. The Department clears litter, snow and ice from approximately 6,500 miles of City streets and removes debris from vacant lots as well as abandoned vehicles from City streets.

## UNIT DESCRIPTION (Max characters 1000)

The Bureau of Information Technology (BIT) is responsible for the data processing functions and operations of systems that provide operational, analytical and managerial support functions, as well as IT resource management, for DSNY. BIT develops and maintains application software for such systems. Working closely with owner/client bureaus within the agency, BIT develops and implements both custom and packaged applications and maintains the requisite technical infrastructure, using in-house project resources and hired consultants. We encourage innovation, creativity and a think outside of the box attitude when solving complex problems and implementing new solutions.

## POSITION TITLE (Max characters 100)

IT PMO Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

- Participating in challenging work assignments to increase knowledge and gain valuable experience in Portfolio and Project Management within DSNY BIT
- Support cyclical planning sessions and PowerBI execution dashboard and status tracker
- Support PMO management/ process enhancements, control, and governance-related initiatives
- Create and/or participate in executive-level Project Status reporting and presentations
- Act as a project management resource on large complex implementations to support Relationship Managers, Project Managers, Resource Managers
- Assist in developing and executing all project efforts for lower complexity and limited scope engagements to successful completion within cost, schedule, and quality meeting Business unit and agency expectations
- Develop Project Management Institute (PMI) project management skills and a working knowledge of DSNY Planview PPM Project management process
- Develop schedules, allocate resources, and monitor/control all aspects of a project. ( Scope, budget, time,

resources, etc.)

- Partner with PMO to work with internal project teams and resource managers

### **QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )**

- Adept at working in a fast-paced, high-energy environment
- Proactive, and independent self-starter
- Strong interest and capabilities in Project management problem solving and root cause of risk and issue
- Ability to learn quickly and high degree of technical proficiency (e.g., MS Office, MS Visio, MS Project)
- Strong verbal and written communication skills
- Excellent organizational and analytical skills
- Basic skills in problem solving, prioritizing and time management
- Ability to quickly learn new techniques/skills
- Work successfully on a team with peers of your own and other groups
- Capability to adhere to DSNY BIT guidelines and policy
- Ability to think “outside the box” and identify issues, providing resolutions quickly
- Must be adaptable and able to manage and prioritize diverse projects

### **APPLICATION PROCESS (Max characters 700 )**

Email resume and brief cover letter indicating the title of the position to [eadia@dsny.nyc.gov](mailto:eadia@dsny.nyc.gov)

Only those applicants under consideration will be contacted.

If contacted for an interview, candidates must present enrollment verification statement from their school, attesting that they are enrolled in an accredited degree program, or be a recent graduate (Winter/Spring term of the Program year).

### **SALARY RANGE**

Min \$15.00 to Max \$17.50 per hour

- Internship may be used to fulfill college credit requirement

### **ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

As of August 2, 2021, all new hires must be vaccinated against the COVID-19 virus, unless they have been granted a reasonable accommodation for religion or disability. If you are offered city employment, this requirement must be met by your date of hire, unless a reasonable accommodation for exemption is received and approved by the hiring agency.

<https://www1.nyc.gov/site/dcas/employment/internship-opportunities.page>