

**CITY OF NEW YORK
NEW YORK CITY DEPARTMENT FOR THE AGING**

CITYWIDE VACANCY NOTICE

Civil Service Title:	<u>Community Coordinator</u>	Salary:	<u>\$27.57 - \$42.79* \$31.70 - \$42.79**</u>
Title Code:	<u>56058</u>	Number of Positions:	<u>1</u>
Office Title:	<u>Community Coordinator (Per-Diem)</u>	Work Location:	<u>2 Lafayette Street, NYC</u>
Division/Work Unit:	<u>Planning & Technology/Information Technology</u>		

Job Description:

The Department for the Aging's Information Technology Division is seeking a professional with coding experience to develop reports and extract data using the agency's different databases to assist in-house as well as community based organizations to process data. The candidate will work with these stakeholders as well as the developers to plan, define, and assisting to writing store procedures, data extracts for reporting purposes to in-house and community providers. The following are typical tasks to be performed:

- Participate in meetings with end-users, which include community based organizations, and developers to gather requirements for reporting purposes and guide users on data requirements.
- Develop and code reports using Structured Query Language (SQL) and Microsoft SQL Server Reporting Services (SSRS) to help community programs and internal staff to monitor and/or evaluate service delivery targets.
- Performs analyses and reviews of community based program data, budget and expenditures to ensure accurate data is captured and reported.
- Develop, maintain and modify SQL stored procedures, triggers and views to capture and report accurate data to community based and in-house users.
- Work with in-house staff and community based programs to design and develop reports for distribution using Visual Studios.
- Write SQL codes to extract data for analysis by in-house and community based organizations.
- Meet and work with users and developers to understand system requirements.
- Works on various special projects.
- Keep current with latest software languages and participate in courses to keep abreast of latest software technology.

*Non-City rate

**City incumbent rate

Minimum Qualifications:

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above;
2. High School graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties described above; or
3. Education and /or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills:

- One year of data analysis and using databases.
- One year of using software such as SQL to generate/extract data.
- Good communication skills, verbal and written.
- Able to multi-task and work on multiple projects.

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

TO APPLY

Please be sure to submit a resume & cover letter when applying.

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>

Click on Recruiting Activities/Careers and Search for Job ID # 347285

All other applicants, please go to www.nyc.gov/careers/search and search for Job ID# 347285

Please do not email, mail or fax your resume to DFTA directly.

Posting Date: June 5, 2018	Post Until: Filled	JVN No. 125-18-29CW
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