NYC Landmarks Preservation Commission

Sarah Carroll
Chair

Job Vacancy Notice #136-2023-561193

Civil Service Title: Computer Specialist (Software) Level II	**Agency Title**: Custom Application Development Associate (Salesforce)
Title Code No. 13632	**Salary**: Minimum $85,371, Maximum $98,177 (with two years of City Service). *Salary negotiable.*
Location: 1 Centre Street, 9th Floor North, New York, NY 10007	**Schedule**: Full-Time/5 days (35 hours) per week
Post Date: 11/16/2022	**Post Until**: Filled

The Agency

The Landmarks Preservation Commission (LPC) is the largest municipal preservation agency in the nation. It is responsible for protecting New York City's architecturally, historically, and culturally significant buildings and sites by granting them landmark or historic district status and regulating them after designation. The agency is comprised of a panel of 11 commissioners who are appointed by the Mayor and supported by a staff of approximately 80 preservationists, researchers, architects, historians, attorneys, archaeologists, and administrative employees. There are more than 37,500 designated buildings and sites in New York City, most of which are located in 152 historic districts across in all five boroughs.

Working at the Landmarks Preservation Commission provides a great opportunity to cultivate intellectual inspiration and professional development.

Your Impact

This role is critical for the project management, development and support of in-house applications, databases and other technological tools that are essential to the Commission's work.

Your Responsibilities

Reporting to the Chief Information Officer (CIO), the Custom Application Development Associate will support the development and growth of the agency's existing client/server applications.

Responsibilities will include, but are not limited to:

- Providing development and support of agency-wide client/server (AppTrak), which was developed in-house on Microsoft Access forms, heavily coded in vba
- Supporting the CIO and working with consultants on the development of a new e-filing system initiative to be developed in Salesforce; monitoring deliverables and progress updates
- Designing, developing, implementing, troubleshooting, integrating, maintaining, and enhancing complex computer applications
- Supporting CIO on agency's cybersecurity readiness
- Providing technical support for the agency's website and web-based applications
- Executing daily, weekly, and monthly data load process for website, ensuring smooth daily operations for the agency

- Creating business process improvements and streamlining work processes
- Compiling and validating data; reinforcing and maintaining compliance with standards
- Writing detailed technical documentation
- Working with business process stakeholders on functional requirements
- Conducting business process analysis and software testing, including planning, executing, and reporting.
- Working with routine tasks as well as more extensive projects such as migration and testing and implementation of new features and architectures. Helping team members with technical issues
- Handling special projects and initiatives as assigned

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 one year of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, maintenance and support, systems programming, data communications, mainframe development, mobile development, web development and design; or

2. A four-year high school diploma or its educational equivalent and five years of satisfactory full-time computer software experience as described in "1" above; 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. In addition, 24 semester credits from an accredited college or graduate school in computer science or a related field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school), may be substituted for one year of experience. 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 as described in "1" above.

Preferred Skills

The successful candidate will have a minimum of 5 years' experience in web development, strong knowledge of data integration and data architecture, and data analysis.

- Usability/user experience expertise a plus
- Highly collaborative style, and ability to collaborate with peers in both business and technical areas
- Experience and proficiency in preparing technical documentation and written reports
- Adept at queries, report writing and presenting findings.
- Advanced knowledge of MS Access and SQL server experience are a plus.
- Strong knowledge of Salesforce with Apex code and Visualforce/ Lighting framework
- Strong knowledge of Salesforce Developer Console
- Fundamental object-oriented programming concepts.
- MVC style of designing.
- Data management, modeling

- Web services, SQL, Salesforce Object Query Language
- Knowledge of GIS-based applications a plus

How to Apply
Please submit resume and cover letter to: NYC Careers at https://a127-jobs.nyc.gov/
Current City employees must apply through Employee Self Service (ESS) at http://cityshare.nycnet/ess , under Recruiting Activities/Careers/136-2023-561193

Note: Applicants must have permanent civil service status in the title of Computer Specialist or be reachable on the Computer Specialist (Software), Exam No. 1139 to qualify.

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.

Please Note
- The Landmarks Preservation Commission will only respond to qualified candidates. While we appreciate every applicant's interest, only those under consideration will be contacted.
- If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.
- Final appointment is subject to approval by the Office of Management and Budget.

LOAN FORGIVENESS: The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with LPC qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: Public Service Loan Forgiveness | Federal Student Aid

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy. LPC employees can expect to work as part of a highly engaged, passionate, and inclusive workforce where every-one's contributions are valued, respected, and make an impact on one of the best and most diverse cities in the world!