

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: CERT IT ADMINISTRATOR (DB)	Level: 01
Title Code No: 13644	Salary: \$105,000.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Web Developer	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 779871	Hours/Shift: Full-Time/ Day - Due to the necessary technical management support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts and will undertake special projects as assigned.
Job Description The Department of Records and Information Services (DORIS) is seeking a motivated UX/UI designer/developer to join our Application Development team. Under the supervision of the Director of Application Development, the selected applicant will be a web application UX/UI designer/developer working on applications to provide public access to government records. As part of a team the developer will also work on maintaining existing applications and their underlying environments, requirements gathering, developing new applications, and maintaining in-house and COTS products. The developer will work on multiple projects focusing on both front end UX/UI web design and back-end coding. The duties will include but are not limited to: • Gather requirements, document specifications, and participate in the Agile development of web applications; • Work with the project management team to develop timelines and estimates for development projects; • Research and provide advice on strategic software engineering and information management issues; • Build and maintain software for migration from legacy systems; • Provide assistance to staff for customer issues; • Develop and maintain applications using Docker containerization from a cloud provider.	
Minimum Qualification Requirements Professional/Vendor Certification(s) in database administration that is required for the position to be filled. In addition, you must have one of the following: 1. A baccalaureate degree from an accredited college or university, and two years of satisfactory fulltime (not classroom based) experience in database administration. Experience must include database design, configuration, installation, troubleshooting, integration, performance monitoring, maintenance, enhancement, and security management; 2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time (not classroom based) information technology experience (IT) of which at least two years must have been database administration experience as described in "1" above; OR 3. A satisfactory equivalent of education and/or experience equivalent to “1”or “2”above. Undergraduate education may be substituted for experience on the basis that 30 undergraduate semester credits from an accredited college or university is equivalent to 6 months of information technology experience but may not be substituted for the required database administration experience. A master’s degree in computer science or a related field from an accredited college or university may substitute for one year of database administration experience. However, all candidates must have at least one year of satisfactory full-time (not classroom based) database administration experience as described in "1" above. In addition to meeting the minimum Qualification Requirements: Incumbents may be required to update existing and/or obtain additional professional industry-standard certification(s) for current and future technical environment(s) in which they may be assigned to work, as determined by the employing agency.	
Preferred Skills • The ideal candidate will have 2+ years of experience in front end web application design and development; • Experience with front end UX/UI web design such as Adobe Illustrator, Zeplin, or Sketch, and	

accessibility design; • Ability to write documented, sustainable, and extensible code for a variety of application types • Experience working with containers such as Docker; • Experience using Git and Github for Distributed Version Control • Ability to perform code reviews for other developers in Python and Javascript; • Experience using Python to build web applications using frameworks such as Flask and Django • Experience designing and managing databases using PostgreSQL and MySQL; • Experience using open-source search technologies such as Elasticsearch or Solr, or Lucene; • Experience designing and implementing RESTful APIs; • Experience working with and contributing to open-source projects; • Experience in writing shell scripts to automate repetitive tasks; - Knowledge of Linux, UNIX, and Solaris • Experience with cloud service providers, including web-based and containerized environments • Strong written and verbal communication skills, including the ability to translate technical concepts for non-technical audiences and produce clear project documentation • Demonstrated ability to work independently, manage multiple priorities, and meet tight deadlines • Ability to assess end-user needs and deliver practical, user-focused solutions • Highly organized and collaborative, with the ability to work effectively across teams	
55-a Program This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.	
Residency Requirement New York City Residency is not required for this position	
To Apply 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 #779871 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 779871 NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED. APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL	
Public Svc Loan Forgiveness As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Educations website at https://studentaid.gov/pslf/	
Posting Date: 06/18/2026	Post Until: 08/17/2026

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