

Civil Service Title: Computer Associate (Operations)  
Title Code No: 13621  
Office Title: CAD Specialist & Support

Level: I-II  
Salary: \$51,830 - \$60,000  
Work Location: Olmsted Ctr., Queens  
Number of Positions: 1

**MAJOR RESPONSIBILITIES**

- Under general supervision, with latitude for independent initiative and judgment, troubleshoot, diagnose and resolve computer operations with a focus on Computer Aided Design (CAD) and database software.
- Provide CAD and drafting support for a large staff of engineers, architects and landscape architects.
- Compose electronic design presentations; make use of AutoCAD, PhotoShop, PowerPoint and other design and presentation packages.
- Perform necessary maintenance and trouble-shooting with AutoCAD and Autodesk products including subscription management, file organization and clean up of CAD files for project closeout.
- Maintain accurate records of current and completed work for later review, revision and analysis.
- Responsible for the maintenance of large format printers, scanners, plotters and related computer equipment.
- Maintain CAD document archive and retrieval for projects, including a catalog of saved projects.
- Upgrade and improve the deployment of CAD systems for a unified design (Landscape Architecture, Architecture, and Engineering) and construction division.
- Provide staff training and presentations on new CAD drafting techniques and technology as needed.

**QUALIFICATION REQUIREMENTS**

1. A certificate from accredited technical school (approximately 675 hours) with a specialization in computer operations, and two years of satisfactory full-time experience, acquired within the last eight years, working on large-scale mainframe computer operations or mainframe data communication networks; or
2. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience, acquired within the last eight years, as described in “1” above; or
3. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience, acquired within the last eight years, as described in “1” above; or
4. A satisfactory combination of education and/or experience equivalent to “1”, “2”, or “3” above. However, all candidates must have at least two years of full-time experience, acquired within the last eight years, as described in “1” above.

This position is exempt from NYC residency requirements.

**PREFERRED SKILLS/QUALIFICATIONS**

1. Advance knowledge of AutoCAD and computer systems.
2. Knowledge of MicroStation, PowerPoint, Photoshop, Illustrator and 3D rendering packages.
3. Knowledge of design and landscape architecture.
4. Knowledge of PC hardware, software and networks, especially with Windows 98/XP.
5. Strong communication and customer service skills.
6. Ability to think and work independently and meet demanding timelines.
7. Excellent organizational and inter-personal skills.
8. Basic troubleshooting and technical skills.
9. Experience tutoring/teaching.

**To apply, submit resume and cover letter with JVN # to:**

Personnel – Recruitment  
City of New York/Parks & Recreation  
24 West 61<sup>st</sup> Street, 2<sup>nd</sup> floor  
New York, NY 10023  
Email: grow@parks.nyc.gov  
Fax: (917) 849-6490  
Attention: JVN# 846-11-013984  
Notice to Parks applicants – include your ERN on all correspondence.

**THE CITY OF NEW YORK  
AND  
THE CITY OF NEW YORK / PARKS &  
RECREATION  
ARE EQUAL OPPORTUNITY EMPLOYERS  
M/F/D/V  
Telecommunications Device for the Deaf: (212) 504-4115**

POST DATE: 08/27/10	POST UNTIL: 09/10/10	JVN: 846/11/013984
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NOTE: All resumes must be received no later than the last day of the posting period.