

**City of New York
Parks & Recreation**

**Citywide Job Vacancy Notice
Job ID № 283285**

Civil Service Title: Computer Associate (Technical Support)
Title Code No: 13611
Office Title: Software Support and Data Analyst

Level: II
Salary: \$60,000 - \$70,000
Work Location: Olmsted Center, Queens
Number of Positions: 2

MAJOR RESPONSIBILITIES

- Under direct supervision of the Director of Systems & Analysis, with latitude for independent initiative and judgment, perform basic information research and analysis, and perform technical support activities.
- Support Capital staff with the division's project tracking software (Oracle Primavera Unifier) and other in-house developed applications and software.
- Respond to staff questions, elicit information, identify, investigate and resolve problems. Guide staff through corrective steps and follow up in a timely manner to assure problems have been resolved.
- Analyze and summarize capital project data in support of the division's design, procurement and construction efforts and have the ability to find data inconsistencies.
- Serve as a liaison with Parks' Operations and Management Planning division for the Mayor's Management Report (MMR). Create monthly reports on project progress regularly and represent the information in a consistent and usable format.
- Assist with GIS map production and analysis.

QUALIFICATION REQUIREMENTS

*** These vacancies are only open to current permanent city employees serving in the Computer Associate (Technical Support) civil service title or on leave from the title, or those who took the recent exam (Exam No. 7003 or 7508).**

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Strong writing and administrative skills.
2. Experience with data and statistical analysis a plus.
3. Expertise in Excel, Access or other similar numerical/data analysis programs.
4. Knowledge of SQL queries and data views.
5. Familiarity of Visual Basic for Applications and Macros.

City employees:

- 1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
- 2) Search for **Job ID#: 283285**

Include your ERN on all correspondence.

For all other applicants:

Click here to apply: [Software Support and Data Analyst](#) **OR**

- 1) Go to www.nyc.gov/careers/search
- 2) Search for **Job ID#: 283285**

**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
www.nyc.gov/parks**

POST DATE: 03/03/17	POST UNTIL: 03/17/17	Job ID#: 283285
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NOTE: All resumes must be received no later than the last day of the posting period.
References will be required upon request.