

City of New York
DEPT OF CITYWIDE ADMIN SVCS
Job Vacancy Notice – Repost was 868/2009/001528

Civil Service Title: Administrative Staff Analyst (Non-Managerial)	Level:
Title Code No: 1002A	Salary: \$49,510 - \$88,649
Office Title: Administrative Staff Analyst (Non-Managerial)	Work location: 1 Centre St., N.Y.
Division/Work Unit: DMSS	Number of Positions: 3

Hours/Shift: Day

Job Description

The Department of Citywide Administrative Services (DCAS) seeks to hire 3 Administrative Staff Analysts (Non-Managerial) to work in the Division of Municipal Supply Services (DMSS). Under managerial or executive direction and with wide latitude for independent initiative, judgment and decision, the candidates will be accountable for providing on-going support and analysis, in-depth research and planning for all projects and initiatives handled by DMSS. The candidates' duties and responsibilities will comprise the following, but not be limited to:

Develop policies, procedures and best implementation strategies for projects and initiatives depending on needs assessment; may create/update literature on such practices and prepare comprehensive reports on surveys and/or findings with recommendations for improved effectiveness.

Manage difficult and responsible professional budget work in the preparation and administration of agency budgets and the conduct of highly complex economic research and studies.

Manage and administer difficult and responsible professional organizational research work in the preparation and conduct of administrative, procedural and operational studies and analyses concerning the agency's organization and operations, which may require the use of difficult quantitative analysis, cost analysis and other analytical and research techniques.

Make recommendations to executive management to obtain optimum efficiency in the utilization of staff, machines, equipment and space and other areas concerning operation.

Plan and manage the activities of staff engaged in research activities and coordinate their activities with those of other major organizational units.

May be in full charge of the agency's research activities ensuring that all pertinent groundwork for projects and initiatives are provided Work and consult with applicable management and staff within the agency and other offices as needed; establish and maintain cooperative relationships with and act as a liaison to personnel in City and governmental agencies concerning problems and activities in research analysis as needed.

Perform other duties as may be requested.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or

2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

New York City residency required within 90 days of appointment.

Essential Skills

The prospective candidates must possess excellent writing, administrative, research and analytical skills with strong organizational ability; consulting experience is preferable. It is imperative that the level of the candidates be sufficiently experienced and high-quality to be able to quickly and effectively respond and adapt to current and future projects and initiatives.

To Apply:

TO APPLY, PLEASE EMAIL YOUR COVER LETTER & RESUME TO: hrjobs@dcas.nyc.gov

The JVN# MUST be the only text in the subject line of email; e.g. JVN#10/001528. Please also indicate the JVN# in the upper right hand corner of your cover letter and resume. **Your cover letter and resume MUST be attached as one MS Word document, specifically with the .doc extension.** Please send your cover letter and resume only once; you will receive confirmation of receipt.

If you do not have access to email, mail your Cover Letter & Resume to:
 Recruitment Coordinator
 DCAS/Human Resources Office
 1 Centre Street, 17th Floor North
 New York, N.Y. 10007

(Indicate JVN# in upper right hand corner of cover letter & resume)

PLEASE SUBMIT YOUR COVER LETTER & RESUME ONLY ONCE USING ONE OF THE ABOVE METHODS. NO PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED. NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 10/1/2009

Post Until: 12/1/2009

JVN: 868-2010-001528

The City of New York is an Equal Opportunity Employer.