

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Upstate Job Vacancy Notice

Civil Service Title: Computer Specialist (SW)	Level: 01
Title Code No: 13632	Salary: \$69,097 / \$79,462 - \$86,117
Office Title: N/A	Work location: Kingston, NY
Division/Work Unit: Watershed Water Quality Operations/Data Management Section	Number of Positions: 1

Hours/Shift: 35 Hours/Day

Job Description

Working in the Watershed Water Quality Division, under supervision of the Deputy Chief of Compliance with considerable latitude for the exercise of independent judgment and initiative, the selected candidate will be is responsible for:

1. Supervising the Data Management Section
2. Implementation and maintenance of the Laboratory Information Management System (LIMS) for all Watershed Water Quality Programs.
3. Enhancing the flow of data through programs and staff, in order to ensure accurate, timely, and efficient reporting of data.
4. Designing, implementing, enhancing, and maintaining other database management systems, operating systems, data communication systems, applications and/or related software functions for Watershed Water Quality.
5. Assisting the Deputy Chief with special projects through the development and preparation of programmatic guidelines, the interpretation of data, preparation of reports and by providing technical input to improve operations.
6. At the discretion of the Deputy Chief, providing computer and technical support for Watershed Water Quality programs and projects.
7. Supervising and implementing Bureau and Divisional administrative policies.
8. Promoting a workplace free from safety hazards, and ensures that employees adhere to, and comply with Environmental Health & Safety (EH&S) laws, rules and regulations, and the policies, standards and procedures outlined in the DEP Employee Environmental, Health and Safety Handbook.
9. Demonstrating knowledge of and support for EEO standards and procedures.

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 field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; *or*
2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; *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. A master's degree in computer science or a related computer field may be substituted for one year of the required experience "1" or "2" above. 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 in a project leader capacity or as a major contributor on a complex project.

Essential Skills

N/A

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right CORNER of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word placing the JVN# on the upper right corner of your resume as well as in the subject line to:

Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Appointments are subject to OMB approval

Post Date: 10/20/2009

Post Until: 11/03/2009

JVN: 826-10-6960-WS