

2016 NYC SUMMER INTERNSHIP PROGRAM

AGENCY NAME

NYC DEPARTMENT OF TRANSPORTATION

DIVISION

DOT-017-FCPM-Fiscal Affairs

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PHONE

FAX

AGENCY DESCRIPTION (Max characters 3000)

DOT's mission is to provide for safe, efficient and environmentally responsible movement of people and goods in the City of New York and to maintain and enhance the transportation infrastructure crucial to the economic vitality and quality of life of our primary customers, City residents.

Our Department serves all residents of New York City as well as commuters, tourists and other visitors that use our City's streets, sidewalks, waterways and public plazas. We also serve the trucking industry and other businesses that rely on our transportation infrastructure for their business needs. We serve users across different modes and needs including: pedestrians, cyclists, motorists, truck drivers, the elderly, the disabled and the very young.

UNIT DESCRIPTION (Max characters 1000)

Fiscal Affairs is comprised of the following sub-units: Administration, Contract Payments, and Revenue and Accounts Receivable.

Administrative Support for an ongoing Cost Saving and Productivity initiative, to reduce/ consolidate NYC DOT's fleet of single function electronic print devices: including copiers, facsimiles, printers, scanners & plotters.

Since 2011 NYC DOT has conducted an annual physical inventory/ of its fleet of agency owner or leased electronic print devices, including copiers, printers, scanners, plotters and facsimile's. The goal of the Centralized Office Equipment Inventory is to determine where opportunities exist to reduce the agency's overall costs of printing.

POSITION TITLE (Max characters 100)

Summer Intern

INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The Fiscal Affairs/Support Service interns will team with IT&T interns to conduct a physical inventory of all electronic hardware supported by DOT's IT&T network. The two teams of interns will perform a city-wide physical inventory of all electronic print devices and computer hardware which are connected to the DOT NET system. The assignment is to schedule site visits, and plan for completion of all inventory tasks, including recording machine impression counts, by serial number of device, etc. Travel to and from inventory locations will be provided by DOT staff, or may require interns to use public transportation. It is expected that the intern(s) will complete visits to more than 50 DOT site locations, between the months of June and July 2016. Following each visit all collected inventory data will be entered into respective inventory databases. By the end of the Summer Internship, in late August 2016, the interns will complete updating of DOT's inventory databases and present their findings and recommendations in

a written report.

Interns will learn how consolidation of some office functions can produce considerable cost savings and increase efficiency of various operating units. DOT is required to establish internal inventory records, and perform periodic counts of valuable, tangible, non-expendable physical assets. Summer Interns will help DOT comply with this labor-intensive requirement.

QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500)

Undergraduate Student

Major: Inventory, Audit, Business Administration

Skills: Oral and written communication, proficient in use of Microsoft Office suite, ability to operate and use office technology including laptops, copiers, digital cameras and barcode scanners for the collection, recording and analysis of inventory data.

APPLICATION PROCESS (Max characters 700)

E-mail resume with cover letter to: sgrecke@dot.nyc.gov

SALARY RANGE

12.38 per hour

Internship may be used to fulfill college credit requirement

ADDITIONAL INFORMATION / COMMENTS (Max characters 700)

Summer Interns work 35 hrs a week and the assignment ends on August 26, 2016.