



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Administrative Staff Analyst, NM	TITLE CODE 1002A
OFFICE TITLE EMS CAD Analyst	SALARY \$59,542– Minimum salary for full-time employees
BUREAU/DIVISION/UNIT Technology Development and Systems/ Program Management	LOCATION 9 Metrotech Center, Brooklyn NY

JOB DESCRIPTION:

The successful candidate will build and maintain AVL user workstation image configurations; support computer operations in their AVL system maintenance tasks; update user and technical AVL documentation; maintain AVL portion of EMSCAD tech support web site; train computer operations personnel and AVL system users; schedule AVL system maintenance and changes; analyze AVL user requirements, procedures and problems to improve existing systems; confer with AVL system users to define requirements for system modifications; write detailed descriptions of user and technical AVL requirements, program functions and steps required to modify AVL systems; participate in AVL meetings with vendors, other agencies, and users; make minor programming changes to EMSCAD client, map client and server applications for AVL; coordinate development, testing, installation and modification of EMSCAD AVL related programs; assist programmers and vendors in development of AVL project specifications and in resolving AVL problems.

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.

PREFERRED SKILLS:

Experience in Windows hardware and operating systems, LanDesk, Computer Aided Dispatch Systems (CAD), Mobile Data Terminals (MDT's), Automatic Vehicle Location Systems (AVL), Mapping, MS Office/Project/Access/Visio, VMS, DCL, Windows batch files. Must have excellent writing and communication skills, attention to detail and self-initiative. Motor Vehicle Driver's License valid in the State of New York desired.

NOTE: New York City residency is required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency Human Resources Representative at time of interview.

TO APPLY:

This position is open to applicants who took Exam # 5011 OC or 5517, or those who are already permanent in the Administrative Staff Analyst title. Please indicate in your cover letter whether you have taken any of these exams or are already permanent in the Administrative Staff Analyst title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO <https://a127-jobs.nyc.gov/>

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE <https://a127-ess.nyc.gov/> REFER TO JOB ID # 225966

DATED: December 18, 2015 ***POST UNTIL*:** Until Filled

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "America's Best Employers 2015"*

The Fire Department is an Equal Opportunity Employer.