

**City of New York
Department of Information Technology and Telecommunications
Job Posting Notice**

Civil Service Title: Administrative Staff Analyst (Non-Managerial)	Level:
Title Code No: 1002D	Salary: \$54,740/\$59,032 - \$80,000
Business Title: Agency Relations Manager	Work Location: Brooklyn, NY
Division/Work Unit: Agency Relations Management	Number of Positions: 1
Job ID: 205549	Hours/Shift: Day
Job Description (New York City Residency required within 90 days of appointment)	
<p>DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.</p> <p>The successful candidate will serve as an Agency Relations Manager reporting to the Agency Relations Management unit within the Office of the Chief of Staff. Responsibilities will include: Manage, build and maintain strategic relationships with City agency clients in a fast-paced environment; communicate agency business needs and ensure that DoITT's technology products and services and meeting its clients evolving business requirements; form effective partnerships with clients and technology teams that have an impact on overall service delivery, including management technology teams, vendors. etc.; oversee the implementation of methodologies to measure customers satisfaction and enhance service delivery; oversee the establishment of a repository of DoITT's customer information; manage performance metrics to ensure continuous improvement and best-in-class performance: survey and report on technology projects, operations, financials etc; prepare senior level technical reports for executive management; and manage special projects and initiatives as assigned.</p>	
Minimum Qualification Requirements	
<p>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</p> <p>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.</p>	
NOTE THAT THE SUCCESSFUL APPLICANT MUST CURRENTLY HOLD A PERMANENT ADMINISTRATIVE STAFF ANALYST TITLE -OR- MUST HAVE RECENTLY TAKEN THE ADMINISTRATIVE STAFF ANALYST CIVIL SERVICE EXAM. APPLICANTS MUST INDICATE THEIR COMPLIANCE WITH THIS REQUIREMENT IN THEIR COVER LETTERS OR RESUMES.	
Preferred Skills	
<p>The successful candidate should possess the following: Proven client management experience in a government setting; knowledge of NYC agency operations; familiarity with information technology; project management application development and data center infrastructure; ability to work independently; ability to interact with project managers and proven experience working with executive management; demonstrated experience working with technical and non-technical staff; exceptional knowledge of Microsoft office programs such as Excel, PowerPoint, Word and Access as well as Project Management software; outstanding collaboration and team building skills; strong written and verbal communication skills; excellent analytic, organization, presentation and facilitation skills; ability to manage multiple tasks under tight deadlines: and the ability to interface with executive level management and give senior level presentations.</p>	
To Apply	
MUST CURRENTLY HOLD A PERMANENT ADMINISTRATIVE STAFF ANALYST TITLE	
-OR-	
MUST HAVE RECENTLY TAKEN THE ADMINISTRATIVE STAFF ANALYST CIVIL SERVICE EXAM	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #205549 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #205549</p> <p align="center">-or-</p> <p align="center">If you do not have access to a computer, please mail resume indicating Job ID # to: Department of Information Technology and Telecommunications (DoITT) Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007</p>	
<p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: August 19, 2015	Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.