

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

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| Civil Service Title: Radio and TV Operator | Level: 03 |
| Title Code No: 90411 | Salary: \$43,334/\$49,834 - \$60,000 |
| Business Title: System Analyst | Work Location: Brooklyn, NY |
| Division/Work Unit: Wireless Technologies | Number of Positions: 1 |
| Job ID: 222241 | Hours/Shift: Day - Due to the necessary technical support duties of this position in a 24/7 operation, the candidate may be required to work various shifts such as weekends and/or nights/evenings. |
| 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 a System Analyst reporting to the Wireless Technologies Division. Responsibilities will include: Provide the administration and support of Radio System databases and alarm systems in radio operations; perform basic daily systems check to insure maximum performance and uptime; analyze all MOSCAD and Full Vision alarms; notify management of any alarms that require immediate attention; prepare airtime summary reports for supervision and management; check site equipment for failures; create databases, spreadsheets, charts and drawings and other system site documentation as needed; leads radio operations efforts involving uploading and updating all information and inventory records in City's Database Systems; participate in upgrading current IP alarming and automation systems; develop MOPs and SOPs for the use and recovery of the system in the event of failure; support field operations and special events as required; track and report on resolution time and solutions in City's Trouble Ticketing Systems; perform special projects and initiatives as assigned.</p> | |
| Minimum Qualification Requirements | |
| Six months of full-time satisfactory experience as a radio operator, broadcast technician, repairperson or mechanic in the field of radio, television or two-way communications or broadcast trainee in a broadcasting station or performing closely related work. | |
| License Requirement | |
| A Motor Vehicle license valid in the State of New York may be required for some assignments. This license must be maintained for the duration of the assignment. | |
| Special Note: | |
| To be assigned to Assignment Level III the candidate must have, in addition to the requirements listed above, three years of satisfactory full-time experience as a broadcast technician (radio and/or television) which may include experience as a broadcast trainee in a broadcasting station. | |
| Preferred Skills | |
| The successful candidate should possess the following: Bachelor's degree in a technical or business discipline; 5+ years experience working with structured databases including but not limited to building, administering and migrating databases; ability to work with macros, execute mathematical calculations and compile formulas and forms as needed; MS Office fluency is a must; ability to produce reports in a short span of time; draw charts and diagrams out of datasets; sort and process data; compile presentations and summaries; knowledge of Wireless Technologies (RF and IP) fundamentals such as spectral and time domain parameters is desired; understanding of Radio Network and Wireless Systems operations is a plus; familiarity with process and procedures; ability to form trusted relationships with multiple levels of management. | |
| To Apply | |
| For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #222241 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #222241 | |
| -or- | |
| 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 | |
| SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL | |
| Posting Date: November 17, 2015 | Post Until: Filled |

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