

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

Civil Service Title: Community Associate	Level:
Title Code No: 56057	Salary: \$34,644/\$39,841 - \$55,000
Business Title: ECTP Associate	Work Location: Brooklyn, NY
Division/Work Unit: Emergency Communications Transformation Program (ECTP)	Number of Positions: 1
Job ID: 234831	Hours/Shift: Day

**Job Description
(NYC Residency is required within 90 days of appointment)**

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.

The ECTP Associate reports to the Deputy Program Manager of the Emergency Communications Transformation Program (ECTP). This role provides community stakeholder and other coordination and support on behalf of the ECTP executive and senior management team, communicating the program's work across various external agencies and within the internal units of DoITT. These include the NYC Police Department, the NYC Fire Department (both Fire and EMS), the Department of Design & Construction, the Mayor's Office, as well various internal units within DoITT, such as Human Resources, EEO, General Services, Budget, Vendor and Contract Management.

Responsibilities will include the following:

Enhancing stakeholder and community relations with ECTP partners, serving as their primary liaison, focused on improving communications with external agencies and internal support units that the program relies on for its success:

- Plan and organize activities to improve stakeholder relations and to encourage participation and support of ECTP by partner agencies;
- Coordinate agency contacts on ECTP projects and elicit their support and participation in program activities;
- Oversee the program's administrative and clerical operations, train and support subordinate personnel, act as program office team leader

Supporting ECTP Hiring Managers by facilitating the on-boarding and off boarding of all city and stakeholder agency personnel, which includes:

- Research and draft job descriptions and position justifications;
- Draft and track vacancies and associated paperwork (IPARs) through the City's posting and hiring process;
- Stewarding and monitoring candidates through the City's hiring process from candidate selection through on-boarding and orientation of new hires;
- Support ECTP Program personnel to support their compliance with HR's policies and procedures;
- Maintain current and accurate ECTP personnel and stakeholder related records.

Serving as the ECTP liaison for DoITT Human Resources, assisting ECTP program staff which includes:

- Resolve Payroll issues;
- Assign or change CityTime approvers or other timekeeping matters;
- Communicate new administrative policies and procedures to ECTP staff;
- Coordinate voluntary and mandatory trainings.

Coordinating as the ECTP liaison for DoITT General Services, on all program related requests for

- Supplies, equipment, software, etc.
- Cubicle assignment and changes, including maintaining accurate records of seat and phone assignments;
- Trouble shooting personnel or office equipment malfunctions and ensuring timely repairs of equipment when necessary.

Collaborating with ECTP's Vendor, Contracts & Budget staff to:

- Monitor the submission of consultant timesheets and supporting documentation needed for those being compensated on a Time and Material basis, supporting both consultants and their supervisors to ensure compliance with the Comptroller's Directive 31;
- Intake and track vendor invoices throughout the review and approval process;
- Research vendor payment inquiries
- Assist with the submission of purchase requests
- Facilitate travel request and employee expense reimbursements.

Minimum Qualification Requirements

1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above;

or

2. Education and/or experience which is equivalent to "1" above.

Preferred Skills

The preferred candidate should possess the following:

- Prior experience working with community-based organizations or city agencies in a similar liaison or community relations capacity;
- 5+ years prior office administrative experience, preferably in a supervisory capacity;
- Strong administrative, organizational and interpersonal skills;
- Proficient in the full suite of Microsoft Office applications.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #234831

For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #234831

-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

Posting Date: March 14, 2016

Post Until: Filled

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