

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

<b>Civil Service Title:</b> Computer Programmer Analyst	<b>Level:</b> 02
<b>Title Code No:</b> 13651	<b>Salary:</b> \$54,017/\$62,119 - \$75,683
<b>Business Title:</b> Data Coordinator	<b>Work Location:</b> Brooklyn, NY
<b>Division/Work Unit:</b> Application Development Management	<b>Number of Positions:</b> 2
<b>Job ID:</b> 253420	<b>Hours/Shift:</b> Day - Due to the necessary technical support duties of this position in a 24/7 operation, candidate may be required to work various shifts such as weekends and/or nights/evenings.

**Job Description**

**Who We Are**

The NYC Department of Information Technology & Telecommunication (DoITT) is New York City government's technology leader. Our mission is to modernize IT infrastructure and service delivery in government; implement state-of-the-art information technology solutions to improve public services; make government more transparent and accountable; and employ cutting-edge tools, methods, and partnerships to empower New Yorkers. Our services touch every aspect of City life: from public safety to human services, from education to economic development, our services cross the full spectrum of governmental operations.

To fulfill our mission, we develop and support applications, maintain efficient and reliable computing and network platforms, develop sophisticated security tools and policies, and ensure the reliability of IT infrastructure and enterprise systems through redundancy and disaster recovery planning.

We also negotiate service agreements with telecommunications providers doing business with City agencies, and administer franchise agreements with telecommunications and cable television providers that serve NYC residents.

**The Opportunity**

Our Strategic Initiatives & Enterprise Applications unit has an opportunity for a Data Coordinator to work with the New York City Open Data team to increase transparency and accountability in the City of New York. The Open Data team is responsible for managing the NYC Open Data Portal, working with fellow agencies to publicly release data sets, maintaining a relationship with the civic technology community, ensuring compliance with open data legislation, providing technology solutions, and working closely with the Mayor's Office of Data Analytics (MODA) to carry out all open data/open government initiatives.

Responsibilities will include:

- Track, coordinate, and issue responses to public feedback received through the Open Data Portal and other relevant channels;
- Work with agencies to ensure all datasets include a plain language data dictionary, creating them where necessary;
- Help ensure that datasets are constantly refreshed and updated in accordance with timelines set forth in Local Law 110 of 2015;
- Review all datasets to ensure compliance with address standards as set forth in Local Law 108 of 2015;
- Respond to, and coordinate agency responses to, public requests for datasets in accordance with timelines set forth in Local Law 109 of 2015;
- Work with agencies to ensure that record-level data is retained in all datasets, and historical data is archived in accordance with Local Law 106 of 2015;
- Work with agencies to secure, update and maintain FOIL request metrics in a timely manner for Open Data Plan reporting as set forth in Local Law 7 of 2016;
- Review nyc.gov and other websites maintained by, or on behalf of, City agencies to identify public data sets maintained by the City and work with agency ODCs to ensure timely updates are made in order to comply with standards set forth in Local Law 110 of 2015;
- Refresh and archive all non-automated data sets on the Open Data Portal;
- Work with agencies and internal staff to consolidate inconsistently-aggregated datasets to improve the user experience;
- Conduct user experience testing on the Open Data Portal and recommend improvements;
- Update and maintain the NYC Open Data dashboard;
- Assist in expanding the social and digital media presence of the Open Data team;
- Manage, build, and maintain strategic relationships with City agency clients in a fast paced environment;
- Communicate Citywide mandates to City agencies, and internal and external stakeholders;
- Act as a point of contact for agency Open Data Coordinator's (ODC) with regard to NYC Open Data initiatives;
- Work with agencies to identify and resolve data quality issues on the Open Data Portal;
- Support the Director of Open Data in all areas;
- Ensure DoITT's compliance with Local Law 11 of 2012 by providing recommendations to agencies on data sets that should be publicly available;
- Assist the Mayor's Office of Data Analytics (MODA) with conducting agency examinations and verifications as per Local Law 8 of 2016;
- Review all datasets to ensure they are formatted consistently and include geospatial reference information, as per Local Law 108 of 2015;
- Work closely with agency ODCs and Open Data developers to ensure all existing and new automations meet archiving standards established in the Technical Standards Manual (TSM) and Local Law 106 of 2015;
- Assist in creating and maintaining data set publishing guidelines to ensure high quality datasets;
- Assist in creating and maintaining data dictionary standards, and ensure all datasets include a plain language data dictionary as per

Local Law 107 of 2015;

- Assist in maintaining the Open Data Technical Standards Manual;
- Analyze, recommend solutions for, and rectify errors on, the NYC Open Data Portal;
- Stay abreast of the Open Data, Open Government, and emerging technology fields;
- Attend and present at public events on behalf of DoITT and the City of New York;
- Perform special projects and initiatives as assigned.

#### Minimum Qualification Requirements

(1) A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field;

or

(2) A four year high school diploma or its educational equivalent plus (3) years of satisfactory fulltime computer programming experience;

or

(3) A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to one year of the experience required in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. In addition, twenty-four (24) credits from an accredited college or graduate school in computer science or a related computer field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school) may be substituted for one year of experience. However, all candidates who attempt to qualify under option (3) must have at least a four year high school diploma or its educational equivalent and at least (1) year of satisfactory full-time computer programming experience.

Some examples of unacceptable experience are: End users of a computer system, program or software package; experience in the areas of end user computer technical support, computer operations, data entry/data retrieval, quality assurance (QA); end user hardware installation; end user help desk; teaching, telecommunications, experience in Microsoft Office Suite/Back Office products.

#### Preferred Skills

We are looking for a candidate who not only has the required experience and skills but can demonstrate a level of professionalism and customer service we have come to expect of consultants in the private sector. If you are an IT professional who combines high business acumen with technical expertise and team collaboration, you are strongly encouraged to apply.

The successful candidate should possess the following:

- Strong written and verbal communication skills;
- Outstanding collaboration and team building skills;
- Advanced experience with Microsoft Office programs such as Excel, Word, and PowerPoint;
- Ability to manage multiple tasks under tight deadlines;
- Experience creating data visualizations;
- Experience performing data analysis;
- Proven client management experience;
- Knowledge of NYC agency operations;
- Ability to work independently, interacting with various groups and executive managers across the City of New York;
- Outstanding collaboration and team building skills;
- Strong written and verbal communication, coordination, analytical and presentation skills;
- Ability to manage multiple tasks under tight deadlines;
- Ability to work with executive level management and give senior-level presentations.

#### To Apply

Special Note: Taking and passing civil service exams are necessary to maintain employment with the City of New York. Please check the Department of Citywide Administrative Services (DCAS) website ([http://www.nyc.gov/html/dcas/html/work/exam\\_monthly.shtml](http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml)) for important exam filing information. Please ensure that you are either a permanent employee in the civil service title listed on this posting, or, that you file for the examination when there is an open filing period. For more information regarding the civil service process, please visit the DCAS website at: <http://www.nyc.gov/html/dcas/html/work/work.shtml>

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #253420  
For all other applicants, please go to [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for Job ID #253420

-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:** August 16, 2016

**Post Until:** Filled

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