

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

Civil Service Title: College Aide	Level: 01
Title Code No: 10209	Salary: \$9.75/hr-\$14.00/hr
Business Title: College Aide - Data Analyst	Work Location: Brooklyn, NY
Division/Work Unit: Telecommunications Planning/Franchise Administration	Number of Positions: 1
Job ID: 266509	Hours/Shift: Day - No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.
Job Description (New York City Residency 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 successful candidate will serve as a College Aide/Data Analyst reporting to the Telecommunications Planning Division within the Franchise Administration unit. Responsibilities will include: Utilize SQL (Structured Query Language) and other data programming tools such as SQL Server Reporting Services, Crystal Reports and/or Business Objects to program, create, develop, run and validate ad hoc or canned reports; collect and capture data for reports; analyze data to assist management with operations of the division; plan and create system databases for business purposes; troubleshoot and correct errors; produce reports; use Excel, Access, Office, sit in on meetings, suggest technology solutions; create maps with ESRI, QGIS; compile data and research on Wireless, Wi-Fi, FIOS, Links etc.; and handle special projects as assigned.	
Minimum Qualification Requirements	
For Assignment Level I: Matriculation at an accredited college or graduate school. Employment is conditioned upon continuance as a student in a college or graduate school.	
SPECIAL NOTE: Maximum tenure for all Assignment Levels in the title of College Aide is 6 years. No student shall be employed more than half-time in any week in which classes in which the student is enrolled are in session. Students may be employed full-time during their vacation periods.	
Preferred Skills	
The preferred candidate should possess the following: Good understanding of relational database design principles, including the application software tools used by database developers, database administration and data analyst to manage both relational and non-relational database using SQL; knowledge of the following is a plus: (1) Crystal Reports, Sybase Power, InfoMaker, and data set transition projects; (2) Oracle certification and A+ certification also preferred; (3) experience using Microsoft Access with/DBA Scripting Database designing tools and Microsoft Office suite also preferred.	
To Apply	
For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #266509 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #266509	
-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 1, 2016	Post Until: Filled

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