City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice

Civil Service Title: Community Coordinator	**Level:** N/A
Title Code No: 56058	**Salary:** $50,362 - $65,000 **Frequency:** ANNUAL
Business Title: Administrative Coordinator	**Work location:** 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Engineering	**Number of Positions:** 1
Job ID: 269541	**Hours/Shift:** Day Tour

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 12 inmate facilities, nine of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough.

The Administrative Coordinator will be assigned to the Engineering Unit of Capital Projects and Constructions Development Division and will provide assistance in the preparation of mechanical and energy engineering related projects. Responsibilities include but are not limited to:

- Ensuring the coordination among multiple entities;
- Compiling, preparing and analyzing project data;
- Preparing project schedules for unit;
- Assisting in all aspects of project document preparation and management;
- Assisting in all aspects of the Engineering Unit's day-to-day functions;
- Preparing task and purchase orders;
- Reviewing invoices received from contractors and payment processing;
- Other administrative duties as assigned.

Qualification Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Preferred Skills

Proficient computer skills including experience with AutoCAD and Microsoft office.

Residency Requirements

New York City residency is generally required within 90 days of appointment. However, City employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# **269541**
For all other applicants: Go to https://a127-jobs.nyc.gov and search for Job ID# **269541**
Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 7/6/16	**Post Until:** 11/10/16

The City of New York and the Department of Correction are Equal Opportunity Employers