



POSITION AVAILABLE

COMPUTER SPECIALIST

ITD/DATABASE & APPLICATION DEVELOPMENT SECTION

AGENCY DESCRIPTION

The Department of City Planning (DCP) has an expansive work program focused on the creation and strengthening of great neighborhoods, affordable housing, vibrant commercial and institutional centers, while promoting strategic growth, transit-oriented development, sustainable communities and high-quality open space and waterfronts. Our aim is to enhance quality of life in the City, in part by initiating comprehensive, consensus-based planning and zoning changes for individual neighborhoods and business districts, as well as establishing policies and zoning regulations applicable citywide.

The Department supports the City Planning Commission and each year reviews approximately 450 land use applications for actions such as zoning changes, special permits and other discretionary approvals. City Planning also assists both government agencies and the public by providing policy analysis and technical assistance relating to housing, transportation, community facilities, demography, waterfront and public space.

DIVISION DESCRIPTION

The Information Technology Division (ITD)/Database and Application Development (DAD) section is responsible for designing, developing and maintaining the agency's major databases and applications. The section will be working to develop a new application that will manage the agency's land use and environmental review process. The Database and Application Development section seeks a dynamic Computer Specialist to join its team of programmers, analysts and data specialists.

RESPONSIBILITIES:

The Computer Specialist will be a key member of a team developing a major new application that will manage the agency's land use and environmental review process. This new application will be built with a cloud-hosted instance of Microsoft Dynamics CRM and locally-hosted Microsoft SharePoint. The new application will include an Applicant Portal, Work Flow Tracking, Dashboards, Reporting and a Document Repository.

The Computer Specialist will also work with other programmers in the maintenance and enhancement of several major applications including the PLUTO Database which contains over 70 fields of land use and property-related information and which is extensively used throughout city government and by community groups, educators, researchers and developers; the E Designation Database which tracks environmental requirements and is being redesigned to contain a public facing component; the Zoning Tax Lot Database which is a collaboration with the planners and contains the most up-to-date tax lot zoning designations and is input to a number of other citywide applications. In addition, the Specialist will work with professional staff throughout the agency to develop and enhance project specific applications ranging from the Waterfront Revitalization Program Database to the Zoning Resolution Subscription Database.

Under direction of the Section Director with latitude for independent initiative and judgment, the Computer Specialist will:

- Work as part of a team of programmers in the development of an agency workflow and document management system
- Collaborate with end users, technical staff and the city's oversight technology agency on requirements for enhancement initiatives
- Perform programming tasks with a high degree of quality and efficiency
- Investigate, analyze, design, program and implement effective solutions to meet business needs
- Assist in the maintenance and updating of in-house applications
- Create and document technical processes
- Perform other related tasks and projects

MINIMUM 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 and two (2) years of satisfactory full-time software experience in designing, programming, debugging, maintaining, implementing, and enhancing computer software applications, systems programming, systems analysis and design, data communication software, or database design and programming, including one year in a project leader capacity or as a major contributor on a complex project; or
2. A four-year high school diploma or its educational equivalent and six (6) years of full-time satisfactory software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; 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 two years of the required experience in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in (1) or (2) above. However, all candidates must have a four year high school diploma or its educational equivalent, plus at least one (1) year of satisfactory full-time software experience in a project leader capacity or as a major contributor on a complex project.

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, or as an end user will not be accepted for meeting the minimum qualification requirements.

PREFERRED SKILLS:

- Thorough knowledge of Visual Studio, Java Script, VB.Net and ASP.Net
- Demonstrated understanding of system development life-cycle
- Ability to analyze applications, identify the issue and document the findings
- Ability to work with various teams as well as to work independently
- Excellent analytical, communication (oral and written), writing and documentation skills
- Knowledge and experience with the Agile process and with Microsoft Dynamics CRM, Microsoft SharePoint and implementing cloud based solutions

CIVIL SERVICE TITLE: COMPUTER SPECIALIST (SOFTWARE) I

SALARY RANGE: \$80,000 - \$92,308, commensurate with experience; full NYC benefits package

APPLICATION DEADLINE: January 17, 2015 or until filled

TO APPLY: ALL APPLICATIONS MUST BE SUBMITTED THROUGH THE NYC JOBS/ESS WEBSITE

City Employees – Click [here](#) and log in to ESS.

Non-City Employees – Go to <https://a127-jobs.nyc.gov/>

- Search for job ID number: **226298**
- Click on the job business title: **Computer Specialist – Database & Application Development**
- Click on “Apply Now” at the bottom of the posting

Only applicants under consideration will be contacted.

Appointments are subject to Office of Management and Budget (OMB) approval.

New York City Residency is not required for this position.

Authorization to work in the United States is required for this position.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.

Please note our agency has recently moved to 120 Broadway in Manhattan