Civil Service Title: COMP ASOC-SFTWR  
Office Title: Mainframe Operations Coordinator  
Division: IT  
Work Location: 66 John Street, NY, NY  

Salary: $66,597- $76,587  
Number of Positions: 1  
Hours/Shift: Evening shift - 35 hrs/week minimum

**JOB DESCRIPTION**

The City of New York’s Office of Administrative Trials and Hearings (OATH) is the nation’s largest state or local administrative tribunal, holding approximately 400,000 trials and hearings a year. OATH is an independent, central administrative law court with two divisions: The OATH Trials Division and The OATH Hearings Division. The OATH Trials Division adjudicates a wide range of complex matters referred by City agencies. Its case load includes employee discipline, retention of seized vehicles, license and regulatory enforcement. OATH Trials are conducted by Administrative Law Judges. OATH’s Hearings Division conducts hearings on summonses including health, safety and quality of life matters that are filed by more than 20 different City agencies.

The IT Department is seeking to hire a Mainframe Operations Coordinator to serve in the Operations Unit, working the evening shift and coordinating the after-hours batch processing of the day's work in the agency's mainframe system.

Duties include but are not limited to:
- Coordinate activities of the Operations Unit, regarding the management of input and output, and quality control activities; Recognize indications of problems and maintain high standards of quality
- Responsible for performing very difficult and complex console and peripheral equipment operations relating to a large computer operational environment, including mainframe operations. Schedule production runs and assist in solution of operational and scheduling problems. Perform daily production run. Front end jobs are run accurately and according to schedule.
- Ensure accuracy and distribution of reports and correspondence.

**QUALIFICATION REQUIREMENTS**

1. A baccalaureate degree, from an accredited college including or supplemented by twenty-four (24) semester credits in cyber security, network security, computer science, computer programming, computer engineering, information technology, information science, information systems management, network administration, or a pertinent scientific, technical or related area; or

2. A four-year high school diploma or its equivalent approved by a State’s department of education or a recognized accrediting organization and three years of satisfactory experience in any of the areas described in “1” above; or

3. Education and/or experience 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. In addition, twenty-four (24) credits from an accredited college or graduate school in cyber security, network security, computer science, computer programming, computer engineering, information technology, information science, information systems management, network administration, or a pertinent scientific, technical or related area; 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.

**PREFERRED SKILLS**

Candidates must demonstrate:
- Excellent organizational ability
- Experience in mainframe environment
- Experience with JCL
- Experience with FTP
- Outstanding interpersonal and communication skills.
- Ability to work independently and in teams.
- Computer skills in Microsoft Word, Access, Outlook, Excel and PowerPoint.
- Experience with administrative tribunals.
- History of volunteerism, such as service in the AmeriCorps or Peace Corps, is viewed favorably.

**To Apply:**

Applicant must be a New York City resident within 90 days of appointment. Interested candidates should apply online via NYC Careers on the NYC.gov website (http://www.nyc.gov/html/careers/html/home/home.shtml). Please upload a cover letter and resume, combined in one document, when you are prompted to upload a resume. No telephone calls, faxes or personal inquiries please. Only those candidates under consideration will be contacted.

For more information about OATH, visit us at: www.nyc.gov/oath

**Post Date:** Until Filled  
**JVN:** 820-2022-000018

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