



**NEW YORK CITY FIRE DEPARTMENT
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Administrative Staff Analyst, NM	Title Code # 1002A
OFFICE TITLE Facility Support Coordinator	SALARY \$56,937-Minimum salary for full-time employees
BUREAU/DIVISION/UNIT Support Services	LOCATION 9 MetroTech Center, Brooklyn, New York

JOB DESCRIPTION

Under the direction of the Director of Support Services with some latitude for discretion, the candidate will serve as the Contract Manager responsible for ensuring contract compliance for all goods and services procured by Support Services. These contracts include, but are not limited to; Print Shop Services, Mail Room Services, Multifunctional Print Devices, Moving Services, Stationery, Shredding, etc. The Facility Support Coordinator will work closely with all FDNY clients to review and prioritize all requests to ensure unit is acting in line with unit mission of supporting all Agency staff.

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

PREFERRED SKILLS

Strong analytical and managerial skills

Candidate should be able to communicate effectively and be well organized

Successful candidate should be able to multitask and handle several projects simultaneously.

NOTE: New York City residency is 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. Please note that only candidates considered for an interview will be contacted.

TO APPLY:

This position is open to applicants who took Exam # 5011 OC or 5517 Promo, or those who are already permanent in the Administrative Staff Analyst title. Please indicate in your cover letter whether you have taken any of these exams or are already permanent in the Administrative Staff Analyst title. If you do not include this information in your cover letter, you will not be considered for an interview. Applicants who took an exam will be required to produce a copy of their Order Confirmation Receipt for verification if contacted for an interview.

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID #217284.

DATED: October 20, 2015

POST UNTIL: November 9, 2015

*"FDNY is ranked as the top place to work among gov't agencies; and 17th overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."
-Forbes magazine, on "America's Best Employers 2015"*

The Fire Department is an Equal Opportunity Employer.