

City of New York
DEPARTMENT OF ENVIRONMENTAL PROTECTION
Citywide Job Vacancy Notice

Civil Service Title: Administrative Staff Analyst (NM)	Level: N/A
Title Code No: 1002A	Annual Salary: \$49,510 / \$56,937 - \$88,649
Office Title: CMOM Manager	Work Location: 59-17 Junction Blvd. 19th Fl., Flushing, NY
Division/Work Unit: Operations/Office of Strategic Planning	Number of Positions: 1
Hours/Shift: 35 hours a week/Day	Agency Tracking #: N/A

Job Description

Under the supervision of the Deputy Commissioner for Operations, the selected candidate will oversee the development, implementation and coordination of the Agency's Capacity, Management, Operations and Maintenance (CMOM) program for the agency's 7,400 miles of sewer, 137 miles of interceptor sewers and 95 pumping stations. The outlines of the program are captured in the *Guide for Evaluating Capacity Management Operation and Maintenance (CMOM) at Sanitary Sewer Collections Systems* issued by the US Environmental Protection Agency (January 2005). The CMOM Manager is a new position created to support the administration's top goals of capturing and treating greater volumes of storm water as well as improving customer service. This assignment builds on the agency's Green Infrastructure Plan and includes the development of new procedures and analytics to reduce sewer back-ups and raw sewage by-passes, coordination of maintenance programs across both the Bureau of Wastewater Treatment's collection system and the Bureau of Water & Sewer Operations sewer system, integration of the Asset Management program into the capital investment program for sewers and pump stations, and staffing the Senior Management CMOM Policy Committee. The program will include a governance component, benchmarking the City's efforts against best practices in the industry, analysis of service requests, work orders, and infrastructure records, recommendations for training and other program components and the development of a reporting protocol.

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.

Essential Skills

The selected candidate should have experience with managing large projects; ability to analyze data in a variety of formats, including mapping and database analytics; a basic understanding of sewer systems, an ability to communicate and collaborate with executive management and stakeholders; experience reviewing and creating business/technical documentation (procedures, business processes system models, etc.), including writing standard operating procedures; knowledge of the administration, organization, and management of complex operations; strong written and verbal communication skills; excellent organization, presentation and facilitation skills; ability to handle multiple tasks under tight deadlines; and the ability to interface with executive level management and give senior level presentations. In addition, the selected candidate must have a strong quantitative background. Preference will be given to those with experience in the utilization of the ARC Mapping Program and SASS or a similar statistical analytical program.

To Apply:

Please submit 2 copies of your resume placing the JVN# on the upper right corner of your resume.

The JVN# is located at the lower right corner of this page.

NYC Department of Environmental Protection

Recruitment Office: 59-17 Junction Boulevard -18th Floor - Flushing - NY 11373-5108

OR

Via E-mail, please submit your resume in Adobe PDF or Microsoft Word
 placing the JVN# on the upper right corner of your resume as well as in the subject line to:
 Recruit@dep.nyc.gov

For more information about DEP, visit us at: www.nyc.gov/dep

Residency restrictions apply to this position.

Appointments are subject to OMB approval.

Post Date: 06/30/2011	Post Until: 07/15/2011	JVN: 826-11-88050-WSO
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The City of New York is an Equal Opportunity Employer