

# THE NEW YORK CITY LANDMARKS PRESERVATION COMMISSION

THE MUNICIPAL BUILDING, ONE CENTRE STREET - 9<sup>TH</sup> FLOOR NORTH, NY, NY 10007 212.669.7700

## JOB VACANCY NOTICE # 136-2017-243914

<b>CIVIL SERVICE TITLE: Community Coordinator</b> <b>AGENCY TITLE: Data Analyst and Researcher</b>	<b>TITLE CODE NO. 56058</b>
<b>LOCATION: 1 Centre Street, 9<sup>th</sup> Floor North, New York, NY 10007</b>	<b>SALARY</b> <b>Minimum \$48,895; Incumbent Minimum \$56,229;</b> <b>Maximum \$56,229</b>
<b>JOB DESCRIPTION</b> <p>The Landmarks Preservation Commission seeks a Data Analyst to work under the supervision of the Chief Information Officer. The position will facilitate public accessibility to all aspects of the agency's work; support the development of the agency's integrated database; create business process improvements and streamlined work processes; assist with website organization and implement an Electronic Records Information Management program.</p> <p>Responsibilities include but are not limited to:</p> <ul style="list-style-type: none"> <li>• managing the development, maintenance and distribution to the public of Research and Preservation Department data; acquiring and integrating data and metadata on designated and calendared properties and permit applications;</li> <li>• Interpreting data from primary and secondary sources using statistical techniques and providing ongoing reports;</li> <li>• analyzing data in the Agency databases, including cross-analysis with data from other city agencies;</li> <li>• Compiling and validating data, reinforcing and maintaining compliance with standards;</li> <li>• Developing and initiating more efficient data collection procedures;</li> <li>• Writing detailed functional test plans to ensure system changes work properly, existing processes remain unaffected, and the needs of the users are met;</li> <li>• Creating scripts for training all internal users and external customers on system changes and new procedures;</li> <li>• Working with managing leadership to prioritize business and information requirements;</li> <li>• generating ideas for document management projects;</li> <li>• conducting and maintaining an electronic data inventory;</li> <li>• business process analysis and software testing, including planning, executing, and reporting.</li> </ul>	
<b>QUALIFICATION REQUIREMENTS:</b> <ol style="list-style-type: none"> <li>1. High school graduation or equivalent and three years of experience in community work or community centered activities in an area related to duties described above; or</li> <li>2. Education and/or experience which is equivalent to "1" above.</li> </ol>	
<b>PREFERRED QUALIFICATIONS</b> <p>The successful candidate will have a minimum of three years data analyst experience with a business analyst background. Usability/ user experience expertise a plus.</p> <ul style="list-style-type: none"> <li>• Highly collaborative style, Ability to collaborate with peers in both business, and technical areas.</li> <li>• Experience and proficiency in preparing planning documents and written reports.</li> <li>• Ability to produce high quality requirement specifications to support application functional design development.</li> <li>• Adept at queries, report writing and presenting findings</li> <li>• Experience with MS Office (MS Word, Access, Excel, PowerPoint, Project) SQL server experience is a plus</li> </ul> <p><b>The Landmarks Preservation Commission will only respond to qualified candidates.</b></p>	
<p>Please submit resume and cover letter to:                  NYC Careers at <a href="https://a127-jobs.nyc.gov/">https://a127-jobs.nyc.gov/</a></p> <p>Current City employees must apply through Employee Self Service (ESS) at <a href="http://cityshare.nycnet/ess">http://cityshare.nycnet/ess</a>, under Recruiting Activities/Careers/136-2017-243914</p> <p>While we appreciate every applicant's interest, only those under consideration will be contacted.</p>	<p>If you were educated in a foreign school, you must be able to submit an evaluation of your foreign education from an approved organization.</p> <p><b>Final appointment is subject to approval by the Office of Management and Budget.</b></p>
<b>The Landmarks Preservation Commission is an Equal Opportunity Employer</b>	
DATED July 1, 2016	POST UNTIL July 18, 2016