

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS

## DIVISION

Public Safety IT Services & Operations Division - Contracts Unit

ADDRESS1 15 MetroTech

ADDRESS2 Brooklyn, NY

CONTACT NAME DoITT Internships

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PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The New York City Department of Information Technology & Telecommunications (DoITT) provides for the sustained, efficient, and effective delivery of IT services, infrastructure, and telecommunications to enhance service delivery to the City's residents, businesses, employees, and visitors. As the City's technology leader we are responsible for maintaining the core IT infrastructure and systems that touch every aspect of city life --from public safety to human services, from education to economic development --crossing the full spectrum of governmental operations.

## UNIT DESCRIPTION (Max characters 1000 )

The Emergency Communications Transformation Program (ECTP) is to support and facilitate unified emergency communications services - specifically the call-taking and dispatch functions for the Police and Fire Departments - into shared facilities at two Public Safety Answering Centers (PSACs).

## POSITION TITLE (Max characters 100)

Contracts Intern

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

Assist in Local Law 63-related tasks. Local Law 63 allows the City to publish its annual plan for procurement contract actions. The intern will assist in the management of DoITT's agency-wide consultant plan. Other tasks include: managing database/spreadsheets, following up with business stakeholders, tracking usage and preparing reports, and preparing responses to inquiries from the Mayor's Office of Contracts and DoITT's Agency Chief Contracting Officer (ACCO). Additionally, intern will set-up and update access database to track invoices related to consultants and track dollars spent (contract 'burn rate'). Responsibilities will cross all Public Safety IT Services and Support programs (ECTP, Tech Refresh, NG911, etc.)

## QUALIFICATIONS/SPECIAL SKILLS/AREA OF STUDY (Max characters 1500 )

The prospective intern must be an undergraduate currently enrolled in a college or university, graduate interns must be currently enrolled or accepted in a graduate program. Candidate should possess the ability to thrive in a fast-paced, team-oriented environment. Candidate should be well organized, detailed oriented, possess excellent written and oral communication skills and able to meet deadlines under pressure.

**APPLICATION PROCESS (Max characters 700 )**

Please e-mail resume indicating the JVN number (JVN# DOITT-014-IT Contracts) on the subject line to [Doitt. Internships@doitt.nyc.gov](mailto:Internships@doitt.nyc.gov)

**SALARY RANGE**

\$10.00 per hour

Internship may be used to fulfill college credit requirement

**ADDITIONAL INFORMATION / COMMENTS (Max characters 700 )**

Internships will start in early June and will last 13 weeks.

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