

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF SANITATION

## DIVISION

Bureau of Information Technology

ADDRESS1 137 Centre Street

ADDRESS2 New York, NY 10013

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E-MAIL summerinterns@dsny.nyc.gov

PHONE

FAX

## AGENCY DESCRIPTION (Max characters 3000)

The NYC Department of Sanitation (DSNY) promotes a healthy environment through efficient management of the City's solid waste and environmentally sound long-range planning to handle New Yorkers recycling and garbage. DSNY is the world's largest sanitation department, collecting more than 10,500 tons of residential and institutional garbage and 1,760 tons of recyclables every day. DSNY also clears litter, snow and ice from some 6,000 miles of streets, removes debris from vacant lots and clears abandoned vehicles from City streets.

## UNIT DESCRIPTION (Max characters 1000 )

The Bureau of Information Technology (BIT) is responsible for the data processing functions and operations of systems that provide operational, analytical and managerial support functions, as well as IT resource management, for DSNY. BIT develops and maintains application software for such systems.

## POSITION TITLE (Max characters 100)

DSNY-022 - IT - Workforce Planning (2)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500 )

- Assistance in researching and preparing draft correspondence and communications, policies, training presentations, employee guidance manuals.
- Assistance in the development/enhancement of IT performance management framework
- Assistance in providing support in functional areas of IT personnel, which may include recruitment activities and processes, organization development and training, bureau-specific on-boarding.
- Assistance in the collection/compilation of employee information for performance management and training purposes
- Assistance in compiling/organizing information for IT demand and supply forecasting

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

Excellent communication skills, both oral and written  
Experience using Microsoft Excel and PowerPoint programs, and preferably Sharepoint  
Well organized with attention to detail and ability to carry out tasks independently  
Excellent problem solver, ability to make inferences from complex data and multiple sources  
Highly motivated and proactive, resourceful, strong initiative, action-oriented, strong sense of accountability  
Strong personal drive and motivation with a commitment to excellence and personal and professional growth

Possesses high-value personal qualities: resourceful, responsible, tenacious, independent, self-confident, high-energy, etc.  
Currently working towards a Bachelor's degree in Communications, Strategy, HR

**APPLICATION PROCESS (Max characters 700 )**

Email resume and brief cover letter indicating the title of the position to [summerinterns@dny.nyc.gov](mailto:summerinterns@dny.nyc.gov)

**SALARY RANGE**

\$433.50 per week

Internship may be used to fulfill college credit requirement

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

Assignments will begin tentatively on June 6 and last between 10 and 13 weeks.

DSNY-022 - IT - Workforce Planning Undergraduate Interns (2)

[nyc.gov/dcassip](http://nyc.gov/dcassip)

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