

# 2016 NYC SUMMER INTERNSHIP PROGRAM

## AGENCY NAME

DEPARTMENT OF SANITATION

## DIVISION

Bureau of Information Technology

ADDRESS1 137 Centre Street

ADDRESS2 New York, NY 10013

CONTACT NAME Pavel Rusinov

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-023 - IT - Financial Administration (2)

## INTERNSHIP RESPONSIBILITIES (Max characters 1500)

The successful candidate will provide support to staff with the maintenance of the Bureau's budgeting and procurement processes and procedures. Duties may include:

- reviewing and processing procurement and solicitation bids and auditing invoices and timesheets;
- reviewing historical budgets vs. actual expenditures;
- assisting in the preparing of agency spending plans;
- assisting in the review of new funding initiatives or budget reduction proposals;
- preparing financial analysis for issues impacting the Bureau.

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

DSNY is seeking an undergraduate intern with at least 2 years of undergraduate studies with qualifications/experience in some, or ideally, all of the following:

- Strong written and verbal communication skills;
- Ability to work with a variety of personality types;
- Familiarity with word processing, data analysis and database management skills is preferred;
- Experience working with inventory control is helpful;
- Ability to work well independently and in a group;
- High level of professionalism and organizational skills;
- Experience using MS Windows including, Outlook, Word, Excel, Access, PowerPoint, Visio and Adobe Acrobat

would be ideal.

- Detail oriented, quick learner and the ability to adapt quickly and efficiently in a fast paced environment

**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-023-IT - Financial Administration Undergraduate Interns (2)

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

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