

**City of New York  
Department of Health and Mental Hygiene  
125 Worth Street, Room 930  
New York, NY 10013**

**JVN: 816060204FSM**

**CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title:</b> Supervising Computer Service Technician	<b>Level:</b> I
<b>Title Code No.:</b> 13616	<b>Salary:</b> \$23.97 - \$35.71
<b>Office Title:</b> Supervising NYCMED Administrator	<b>Work Location:</b> 40 Worth Street New York, NY 10013
<b>Division/Work Unit:</b> Division of Financial & Strategic Management/Bureau of Informatics And Information Technology (Network Technology Services)	<b>No. of Positions:</b> 1
<b>Hours/Shift:</b> Per-Diem (35 Hours/Week)	<b>Position No.(s):</b>

**JOB DESCRIPTION:**

The NYC Department of Health And Mental Hygiene, Bureau of Informatics And Information Technology has a vacancy for a Supervising Computer Service Technician I. Under the general supervision of the Chief Technology Officer, and with some latitude for independent action or decision, the Supervising NYCMED Administrator will supervise NYCMED Help-Desk staff in providing services to the public health community and the agency users in phone response services, e-mail, applications access, network services, PC desktops, and data communication operations. The candidate will also supervise and manage the Health Alert Network (HAN) administration, e-mail communication and coordinate with NYCMED projects managers and coordinators for system integration and database administration. Manage, advise and assist in NYCMED Help-Desk 24x7x365 operations standards, scheduling staff coverage, coordinating emergency response, and CDC, local and internal health alerts broadcasting.

**QUALIFICATION REQUIREMENTS:**

1. A four-year high school diploma or its educational equivalent and four years of satisfactory, full-time experience in computer maintenance and repair, one year of which must have been in the supervision of staff performing computer maintenance and repair; or
2. Education and/or experience equivalent to "1" above. However, all candidates must have the one year of supervisory experience as described in "1" above. Graduation from a certified technical training program in computer maintenance and repair may be substituted for one year of the general experience.

**License Requirement**

A Motor Vehicle Driver License valid in the State of New York.

**NOTE: NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT.**

**TO APPLY, PLEASE SUBMIT RESUME ONLINE:**

[www.nyc.gov/health/careers](http://www.nyc.gov/health/careers)

**JVN search: 0204**

If you do not have access to submit online, mail or fax resume to NYC Department of Health and Mental Hygiene, 125 Worth Street, Room 930, Box #39, New York, NY 10013; 212-788-4610 indicating the JVN #. Please submit your resume once using only one of these methods.

**Post Date: December 16, 2005**

**Post Until Filled**

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**DOHMH is an Equal Opportunity Employer**