



**NEW YORK CITY FIRE DEPARTMENT
CITYWIDE JOB VACANCY NOTICE**

THIS IS A REPOSTING OF TRANSMITTAL #057-08-2280-BTDS

CIVIL SERVICE TITLE Administrative Staff Analyst (Non-Managerial)	TITLE CODE NO. 1002A
OFFICE TITLE EMSCAD Analyst/Programmer	SALARY \$52,641 to \$81,961
BUREAU/DIVISION/UNIT Technology Development & Systems	LOCATION 9 MetroTech Center Brooklyn, New York

JOB DESCRIPTION:

EMSCAD Analyst/Programmer will be responsible to analyze user requirements, procedures and problems to improve existing systems and confer with system users to define requirements for system modifications. Review computer system capabilities, workflows and scheduling limitations to determine if requested changes are possible. Conduct studies and research pertaining to development of new computer systems to meet current and projected needs. Coordinate development, testing, installation and modification of EMSCAD programs.

QUALIFICATION REQUIREMENTS:

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, or a closely related field, and one year of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management, or in a related area.
2. A baccalaureate degree from an accredited college and four years of satisfactory full-time professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

PREFERRED SKILLS:

Computer Aided Dispatch Systems (CAD), Mobile Data Terminals (MDT's), Automatic Vehicle Location Systems (AVL), Mapping, Computerized Triage, Unified Call-Taker, Visio, Access, Windows hardware and operating systems, MS Office/Project/Access, VMS, Unix, Perl, Visual Basis, LanDesk, DCL, Macro Assembler, and phone system interfaces. Excellent writing and communication skills. A Motor Vehicle Driver's License valid in the State of New York.

NEW YORK CITY RESIDENCY REQUIRED.

TO APPLY FOR CONSIDERATION, PLEASE MAIL OR FAX COPY OF YOUR RESUME TO:

New York City Fire Department
9 MetroTech Center – 6th Fl.
Brooklyn, NY 11201
ATTN: Human Resources-BOP/Vacancy
FAX No. (718) 999-7128

PLEASE REFER TO TRANSMITTAL # 057-08-2280A-BTDS

No phone calls please.

DATED: March 28, 2008

POST UNTIL: UNTIL FILLED

The Fire Department is an Equal Opportunity Employer.