JOB VACANCY NOTICE # 136-2015-160380

CIVIL SERVICE TITLE: Community Coordinator
AGENCY TITLE: Data Analyst and Researcher

LOCATION: 1 Centre Street, 9th Floor North, New York, NY 10007

SALARY
Minimum $45,616; Incumbent Minimum $52,457;
Maximum $70,810

JOB DESCRIPTION
The Landmarks Preservation Commission seeks a Data Analyst and Researcher in the agency’s Research Department. The Data Analyst is responsible for oversight of all Research Department databases and mapping projects as well as analysis of the information contained. The Data Analyst will also work closely with staff from multiple departments on a variety of agency initiatives. While focusing on technical database management, GIS mapping, and data analysis, the position also offers the opportunity to participate in and lead initiatives in cross-department and agency-wide projects.

Responsibilities include but are not limited to:
- Database management, including acquiring data from primary or secondary data sources and maintaining the database/data systems;
- Analysis of the data in the Research Department databases, including cross-analysis with data from other City agencies;
- Interpreting data and analyzing results using statistical techniques to construct new reports and enhance existing reports;
- Resolving land use, boundary, and mapping questions pertaining to landmark designation;
- Evaluating and recommending new software and applications to be used in the agency’s historical surveys and research initiatives;
- Work closely with agency IT staff developing a new internal and external agency-wide integrated database.
- Apply for grants for data-related archival projects;
- Initiate independent projects related to the agency’s historical research and mapping efforts;
- Work closely with DoITT and other City agencies on information-sharing and mapping initiatives;
- Manage the development, maintenance, and distribution to external audiences of all Research Department databases;
- Organization and website upload of media (videos and photos) of public hearings and meetings
- Development of digital media projects using Research department data and maps (applications, slide shows, interactive media)
- Work with Director of Communications to maintain online document databases

QUALIFICATION REQUIREMENTS:
PREFERRED QUALIFICATIONS
- The successful candidate will have a minimum of two years GIS and database experience, including the creation of Access queries and forms;
- Familiarity with Crystal and SQL Databases a plus;
- Experience in or familiarity with land use issues in New York City and of the PLUTO dataset preferred;
- Excellent writing, editing, and oral communication skills;
- A strong track record as an implementer who thrives on managing a variety of key initiatives concurrently;
- Highly collaborative style, high energy, maturity, and leadership;
- Self-starter, ability to work independently.

The Landmarks Preservation Commission will only respond to qualified candidates.

Please submit resume and cover letter to:
NYC Careers at https://a127-jobs.nyc.gov/

If you were educated in a foreign school, you must submit with your resume an evaluation of your foreign education from an approved organization.
Final appointment is subject to approval by the Office of Management and Budget.

The Landmarks Preservation Commission is an Equal Opportunity Employer

DATED 8/8/2014
POST UNTIL 8/21/2014