Civil Service Title: Computer Associate (Software)
Title Code No: 13631
Office Title: CAD Specialist

Level: I
Salary: $56,151 - $65,000
Work Location: Olmsted Ctr., Queens
Number of Positions: 2

MAJOR RESPONSIBILITIES

- Under direction, with great latitude for independent initiative and judgment, provide drafting support and troubleshoot, diagnose and resolve Computer Aided Design (CAD) issues for Parks Department's Capital Projects division.
- Provide CAD and drafting support for Engineers, Architects, and Landscape Architects in the division.
- Provide Civil 3D and Land Development Desktop support as needed.
- Perform necessary maintenance with AutoCAD and Autodesk products including subscription management and file organization.
- Maintain division's catalog of archived AutoCAD documents, retrieval of projects, and records of current and completed work.
- Maintain large format printers, scanners, plotters and other related computer equipment.
- Upgrade and improve Capital's AutoCAD standards.
- Provide staff training and presentations on new AutoCAD drafting techniques and technology as needed.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college including or supplemented by 24 semester credits in computer science or a related computer field and one year of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration , systems programming or data communications; or
2. A four-year high school diploma or its educational equivalent and five years of satisfactory full-time computer software experience as described in "1" above; or
3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that 60 semester credits form an accredited college is equated to one year of experience. In addition, 24 semester credits form an accredited college or graduate school in computer science or a related field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school), may be substituted for one year of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience as described in "1" above.

This position is exempt from NYC residency requirements.

PREFERRED SKILLS/QUALIFICATIONS

1. Advanced knowledge of AutoCAD.
2. Knowledge of MicroStation, PowerPoint, PhotoShop, Illustrator, 3D rendering packages and GIS.
3. Familiarity with PC hardware, software and networks, especially with Windows 7.
4. Knowledge of design and landscape architecture.
5. Strong communication and customer service skills.
6. Ability to work independently and meet demanding timelines.
7. Excellent organizational and interpersonal skills.
8. Basic troubleshooting and technical skills.
9. Experience tutoring/teaching.

City employees:
1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
2) Search for **Job ID#: 155949**

Include your ERN on all correspondence.

For all other applicants:
1) Go to www.nyc.gov/careers/search
2) Search for **Job ID#: 155949**

POST DATE: 07/18/14	POST UNTIL: 08/08/14	Job ID#: 155949

NOTE: All resumes must be received no later than the last day of the posting period.