

NEW YORK CITY COUNCIL JOB POSTING			
Position	Council Stat Coordinator	Work Hours	9:00am – 5:00pm
Division	Public Technology	Open Date	May 9, 2016
Number of Positions	1	Close Date	Until Filled

DUTIES AND RESPONSIBILITIES

The New York City Council is seeking a tech-savvy professional experienced with database management to run CouncilStat, software used by Council District offices to manage constituent casework and interact with constituents. The CouncilStat Coordinator will track constituent concerns across districts; analyze data to identify trends; assist in the generation of policy, legislative and budgetary ideas based on problems identified in the CouncilStat data.

Duties

Include but are not limited to, the following:

- Prepare monthly CouncilStat reports for posting; generate regular CouncilStat reports to Council divisions; facilitate regular reports to Council Members regarding issues in the districts including: monthly executive summary reports, quarterly district maps and issue updates; train staff in use and responding in a timely way to queries from district staff; update tutorials, categories and features, and integrate data into CouncilStat;
- **Work with DOITT, as needed, on CouncilStat data available on the Open Data Portal;**
- Interact with vendor to trouble shoot and oversee upgrades; creatively and proactively implement enhancements that will improve user experience, data quality and efficiency.

REQUIREMENTS

Bachelor's degree preferred or equivalent experience/education; 2+ years of administrative or clerical experience dealing with numerical data and working with statistical software; excellent organizational skills and proactive performance of duties at a responsible level; excellent verbal and written communications skills; strong multi-tasking capabilities and time management; working knowledge and ability to use Excel, **CRM software** and other programs that help further Council goals; ability and commitment to learn new material quickly and upgrade skills. Collegiality and the ability to work both independently and as a team are expected.

New York City Residency Required within 90 Days of Appointment.

HOW TO APPLY

Qualified candidates should forward a cover letter, resume and salary history by **May 27, 2016:**

Mail: New York City Council
 Attn: Administrative Services/Recruiting
 250 Broadway, 16th Floor
 New York, NY 10007

E-MAIL: recruiter250b@yahoo.com

While we sincerely appreciate all applications, only those candidates selected for interview will be contacted.

THE NEW YORK CITY COUNCIL IS AN EQUAL OPPORTUNITY EMPLOYER
