



DISTRICT ATTORNEY KINGS COUNTY

Job Posting Notice

Job ID	806504	# of Positions	5
Business Title	IT Resource Analyst		
Civil Service Title	COMMUNITY COORDINATOR		
Title Code No	56058	Level	00
Title Classification	Non-Competitive		
Proposed Salary Range	\$ 75,695.00 - \$ 75,695.00 (Annual)		
Work Location	350 Jay St, Brooklyn Ny		
Division/Work Unit	Information Technology		

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Job Description

The Kings County District Attorney's Office (KCDA) is one of the largest prosecutors' offices in the country and is committed to developing and implementing innovative prosecutorial strategies that will fulfill our vision of keeping Brooklyn safe while at the same time ensuring fairness and justice for all. KCDA has an exciting opportunity to work as a IT Resource Analyst in the Information Technology Bureau.

The Information Technology Resource Analyst role is to provide support for IT's Resource Management. This includes procuring, installing, diagnosing, repairing, moving, maintaining, and upgrading computer hardware and related equipment, removing and/or replacing units as required, and administering software to ensure optimal performance with minimal downtime. The Resource Analysts will also assist in software and license procurements, renewals, installations, and imaging of computers.

Under general supervision, with some latitude for independent initiative and judgment, the prospective candidate will be responsible for the following:

- IT resource planning
- IT hardware and software lifecycle analysis
- Asset management and tracking: monitor, track and record changes in IT service assets and throughout asset service lifecycle
- Oversee IT resource management processes; identify and remedy failures and/or noncompliance of processes
- Decommissioning and salvage of outdated IT equipment
- Hardware procurement
- Research novel technologies to supplement and replace end-of-life equipment
- Proactively draft procurement memos
- Software procurement and licensing
- Research technical solutions to meet end-user needs
- Proactively draft procurement memos
- Testing both internal applications and external applications, help to prepare for operational system upgrade and security patch, and report testing results to IT managers and IT Developers
- Software installation and PC and Laptop imaging
- Monitor and update security programs including Airwatch and Absolute
- Deploy hardware including desktop computers, laptops, tablets, smartphones, printers, and Cisco telephones.
- Follow industry standards for inventory management
- Maintain and update internal Knowledge Base: develop and maintain IT service policy and process documentation.
- Supervise and train new hires.
- Work with IT managers and supervisors to plan and implement special projects, such as the rollout of hardware and applications, office move, and other IT infrastructure updates.
- Help to implement policies on security and IT operations.

- Provides status updates to Director of Network Services.
- Participate in meetings with Director, Management, System Administrators, and peers.
- Manage Purchase requests; make certain purchase orders are input into the IT database accurately
- Diagnose and resolve hardware failures and replace defective components.
- Coordinate warranty repairs with hardware vendors.
- Assist with office relocations and workstations setup.
- Familiarity with Microsoft System Center Configuration Manager.
- Ability to explain technical concepts to non-technical users.
- Knowledge of cybersecurity best-practices for endpoint devices.

Preferred Skills

- Excellent organizational, time-management, and multi-tasking skills, including the ability to take initiative, prioritize duties, and work both independently and within a team environment are a plus.
- Excellent interpersonal, verbal, and written communication skills; strong attention to detail is essential.
- Four years of experience in technical desktop support.

Additional Information

- This is an onsite position.
- On-call availability as needed/required.
- Schedules may include several days per month, after-hours, and weekend support.
- Sitting and/or standing for extended periods of time.
- Lifting and transporting heavy to moderately heavy objects, such as computers and peripherals.
- Must have and maintain a valid NYS Driver's License (may have to report to remote sites).

Minimum Qual Requirements

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss with the agency representative at the time of interview.

POSTING DATE 10/16/2026

POST UNTIL 11/08/2026

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