

City of New York
DEPARTMENT OF BUILDINGS
Job Posting Notice

Civil Service Title: COMPUTER SPECIALIST (SOFTWARE)	Level: 04
Title Code No: 13632	Salary: \$87,203--\$120,000
Business Title: Senior Project Manager	Work Location: 280 Broadway, 6th Floor, N.Y.
Division/Work Unit: Information Technology	Number of Positions: 2
Job ID: 197000	Hours/Shift: 35 hours (minimum)

Job Description

The NYC Department of Buildings (DOB) is seeking a Senior Project Manager to join its Information Technology team to work on the planning and implementation of technology projects, including complex projects involving multiple enterprise applications. Responsibilities include:

- Planning and implementing projects based on information provided by Agency management.
- Leading and coordinating project activities, such as working with business units (e.g. Communications, Legal, etc.) and technology staff (e.g. operations and application development), leading meetings, drafting meeting notes, preparing and delivering status updates, etc.
- Creating and maintaining project documentation, such as business requirements, scope, charter, project updates, risk logs, communication plans, presentations, etc.
- Working frequently with stakeholders (e.g. Department business units) to help ensure business needs and objectives are being met through project work as appropriate.
- Supporting the business analysis activities (qualitative and quantitative).
- Following the use of best practices for project management.
- Managing project-related contracts, budget and procurement as needed or directed.
- Managing and working effectively with vendors supporting projects as needed or directed.
- Analyzing complex business issues for a number of purposes, such as to identify the best way to organize a project to meet business goals.
- Performing issue and risk tracking, and similar activities throughout the project life cycle.
- Effectively coordinating with other project managers, business analysts and similar staff.
- Ensure appropriate creation and maintenance of documentation occurs.
- Other tasks as directed.

Minimum Qualification Requirements

(1) A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field and two (2) years of satisfactory full-time software experience in designing, programming, debugging, maintaining, implementing, and enhancing computer software applications, systems programming, systems analysis and design, data communication software, or database design and programming, including one year in a project leader capacity or as a major contributor on a complex project; or

(2) A four-year high school diploma or its educational equivalent and six (6) years of full-time satisfactory software experience as described in 1" above, including one year in a project leader capacity or as a major contributor on a complex project; or

(3) A satisfactory combination of education and experience that is 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 sixty (60) semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in (1) or (2) above. However, all candidates must have a four year high school diploma or its educational equivalent, plus at least one (1) year of satisfactory full-time software experience in a project leader capacity or as a major contributor on a complex project.

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, or as an end user will not be accepted for meeting the minimum qualification requirements.

Special Note
 To be eligible for placement in Assignment Level IV, in addition to the Qualification Requirements stated above, individuals must have one year of satisfactory experience in a project leader capacity or as a major contributor on a complex project in data administration, database management systems, operating systems, data communications systems, capacity planning, and/or on-line applications programming.

Preferred Skills

- Substantial experience working on and leading technology projects.
- Substantial experience leading project teams.
- Significant working knowledge of technology concepts/systems typical to complex technology projects in a medium-to-large scale corporate environment.
- Experience with project management, business analysis, data analysis, creating and maintain project documentation, tec.
- Proven track record working effectively with staff from many different business units.
- Experience on projects with web-based applications, Accela, ClickSoftware, EMC, and Microsoft Dynamics products a plus.
- Demonstrated success delivering technology projects in complex technology environments.
- Proficiency with the MS Office suite (including Project, Visio, Access); Remedy (BMC Software).
- Excellent written and oral communication skills.
- Holds relevant professional/vendor certifications.

Residency Requirement

New York City Residency is not required for this position

To Apply

For Non-City/External Candidates: Visit the [External Applicant NYC Careers site](#) and search for the specific Job ID #.

For Current City Employees: Visit [Employee Self-Service \(ESS\)](#) to view and apply for available positions. Click on Recruiting Activities, Careers, and search for the specific Job ID #. No phone calls, faxes or personal inquiries permitted.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED

Posting Date: 06/16/2015	Post Until: Filled
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