NYC OFFICE OF THE MAYOR
Mayor’s Office of Criminal Justice

Position: Director Project Management Office
Location: New York, New York

Organizational Profile: The Mayor’s Office of Criminal Justice (MOCJ) advises the Mayor of the City of New York on criminal justice policy. MOCJ develops and implements strategies to reduce crime and incarceration and to promote fairness and legitimacy. MOCJ works with law enforcement, city agencies, non-profits, foundations and others to implement data-driven strategies that address current crime conditions, prevent offending, and build the strong neighborhoods that ensure enduring safety. The office draws on various disciplines, such as, behavioral economics to “nudge” conduct and machine learning to develop reliable predictive analytics, to ensure effective results.

Job Description: The office is seeking a Director of the newly formed Project Management Office (PMO) within the Data and Technology group reporting to the Executive Director of Information Technology. This is an exciting opportunity to get in to help craft the agency’s direction while working on innovative multi-stakeholder criminal justice initiatives. The PMO Director will oversee technology and data integration projects and initiatives. The position is responsible for project management functions, establishing policies and procedures and mentoring and directing staff. The candidate is expected to be hands-on and actively manage projects along with their team leadership duties. The Director of PMO’s responsibilities include, but are not limited to:

- Establish project management policies and procedures and reporting requirements and coaching staff on their implementation;
- Supervise and mentor project team members on project management functions;
- Project and resource planning including resource allocation, assessing new needs and overall project approach;
- Assist and guide program staff in developing project charters to meet specific program objectives;
- Develop, review and monitor project artifacts and deliverables including project plans, schedules, use cases/user stories, risks, budgets and status reports;
- Develop and review project solicitations and participating in vendor selection and task order develop;
- Schedule, conduct and document regular project and staff meetings, daily scrums and stakeholder meetings;
- Manage multiple projects and project teams and assist program staff where needed;
- Establish Key Performance Indicators (KPIs) for projects;
- Conduct qualitative and quantitative analyses of projects to identify potential issues and risks and to proactively address;
- Assist the Executive Director in developing the overall agency technology and data strategy and project management team direction.

Requirements:

The successful candidate must have leadership qualities and should possess the following:
• Bachelor’s Degree and a minimum of 10 years of experience in managing technology projects for large complex organizations.
• Experience managing projects using Agile methodologies.
• Ability to manage multiple projects concurrently and at different phases of completion.
• Results oriented with demonstrated ability to complete projects on time and within budget.
• Ability to balance competing priorities, complex situations and tight deadlines.
• Ability to think outside of the box and develop novel strategies to meet business objectives.
• Ability to work independently in a fast-paced environment.
• Ability work comfortably with a wide variety of people at different levels within and outside the organization.
• Well organized with excellent written and verbal communication skills.
• Strong preference will be given to candidates with PMP certification and criminal justice experience.

**TO APPLY:** Please send a copy of your resume, a cover letter, a writings sample no more than 3 pages, and three references to CJCResumes@cityhall.nyc.gov. For additional information, see: http://www.justice-data.nyc/ and http://www1.nyc.gov/site/criminaljustice/index.page