Position: Project Manager - Data and Technology  
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 Project Manager to join the newly formed Data and Technology group reporting to the Executive Director of Information Technology. This is an exciting opportunity to work on innovative multi-stakeholder criminal justice initiatives. The Project Manager will manage technology and data integration projects and initiatives and will be responsible for seeing projects successfully through from idea to implementation. The Project Manager’s responsibilities include, but are not limited to:

• Follow established project management policies, procedures and reporting requirements;
• Assist and guide program staff in the development of 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 concurrently;
• Conduct qualitative and quantitative analyses of projects to identify potential issues and risks;
• Effectively communicate issues and risks to senior staff.

Requirements:

The successful candidate must be highly organized, detail-oriented, results driven, flexible, an overall problem solver and exhibit leadership qualities. In addition, the preferred candidate should possess the following:

• Bachelor’s Degree and a minimum of 5 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 to 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