

**City of New York  
CONSUMER AFFAIRS  
Job Vacancy Notice**

<b>Civil Service Title:</b> COMPUTER SYSTEMS MANAGER	<b>Level:</b> M6
<b>Title Code No:</b> 10050	<b>Salary:</b> Commensurate with Experience
<b>Office Title:</b> Chief Information Officer	<b>Work location:</b> 42 Broadway, New York, NY
<b>Division/Work Unit:</b> Information Technology	<b>Number of Positions:</b> 1
<b>Job ID:</b> 173543	<b>Hours/Shift:</b> 35 hours (minimum)

**Job Description**

As the first municipal consumer protection agency in the country, the New York City Department of Consumer Affairs (DCA) has ensured that businesses and consumers benefit from a fair and vibrant marketplace for over 40 years. Today, DCA regulates 55 industries and licenses and inspects almost 80,000 businesses throughout the five boroughs. The Department enforces the City's landmark Consumer Protection Law and related City and State laws; mediates thousands of consumer complaints; and prosecutes law-breaking businesses through our Administrative Tribunal.

DCA is committed to educating, empowering and protecting consumers; holding businesses to high standards of marketplace behavior; and achieving excellence in the delivery of innovative agency programs and services.

The Chief Information Officer will oversee all of the Agency's technology projects, programs, and initiatives in addition to managing a team of IT Directors, Staff, and consultants. This includes supervising IT Services which consists of three work units:

- IT Operations Unit, which maintains the Agency's ALBA platform and the Agency's network;
- Project Management Office, responsible for managing large scale IT initiatives;
- Application Development Unit, responsible for building new IT applications including the Director of Systems Integration responsible for the Agency's operation side.

The CIO must establish solid relationships with both internal and external key IT stakeholders; and will be responsible for completing an annual IT value perception assessment, driving the creation, then execution of the IT value agenda. The CIO will produce an annual IT health assessment—including IT-business alignment, IT core competencies/process maturity, project/services portfolio, culture and human capital—resulting in an annual high-level, business-driven IT strategic plan. The CIO shall successfully execute that IT strategic plan, and will be both externally focused on driving business value to the organization and internally focused on IT excellence.

This position will be responsible for oversight of the implementation and integration of new computer systems and their respective architectures. The CIO shall oversee all hardware and software support for the agency as related to information technology and will provide guidance and counsel to executive and other agency staff on new technology initiatives; and will become the liaison to the Department of Information Technology & Telecommunications (DoITT) on all information technology issues.

**Qualification Requirements**

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or

2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

**NOTE:** The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

#### **Essential Skills**

- Excellent analytical and communication skills;
- Experience conceiving and managing large scale and wide ranging technology projects;
- Knowledge of and experience with relational/quasi-relational databases and internet technologies is desirable;
- Knowledge about software development lifecycle;
- Leadership Skills;
- Experience managing all aspects of technology including hardware, software, databases, networks, mainframes, etc.;
- Knowledge of City Procurement including Consulting Contracts and Request for Proposal processes.

#### **To Apply**

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

**For Current City Employees:** Visit [Employee Self Service \(ESS\)](#) to view and click on Recruiting Activities, Careers, and search by Job ID number.

***A RESUME AND COVER LETTER ARE REQUIRED.***

***PLEASE INDICATE IN YOUR COVER LETTER HOW YOU HEARD ABOUT THIS POSITION.***

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.***

***NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.***

***NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

**Post Date:** 11/3/2014

**Post Until:** Filled

**The City of New York is an Equal Opportunity Employer.**