

**City of New York
Department of Information Technology and Telecommunications
Job Posting Notice**

Civil Service Title: Computer Systems Manager	Level: M1
Title Code No: 10050	Salary: \$49,492/\$53,373 - \$120,000
Business Title: Senior Project Manager	Work Location: Brooklyn, NY
Division/Work Unit: Application Development Management	Number of Positions: 1
Job ID: 184911	Hours/Shift: Day - Due to the necessary technical management duties of this position in a 24/7 operation, candidate may be required to be on call and/or work various shifts such as weekends and/or nights/evenings.

Job Description

DoITT provides for the sustained, efficient and effective delivery of IT services, infrastructure and telecommunications to enhance service delivery to New York City's residents, businesses, employees and visitors. As the City's technology leader, DoITT is responsible for maintaining the foundational IT infrastructure and systems that touch every aspect of City life from public safety to human services, from education to economic development crossing the full spectrum of governmental operations.

DoITT is currently working on meeting NYC Open Data portal project milestones mandated by City legislation. In addition to primarily working on NYC Open Data, this position would also work on other Citywide Performance Reporting (CPR)/Analytics applications. System Integrator implemented analytics solutions are used in a variety of applications such as: the Mayor's Office of Operation's CPR (a collection of critical performance measures from more than 40 City agencies), the Mayor's Management Report (MMR), Capital Projects Dashboard, 911 End-to-End Response Time Reports, 311 Reporting, Street & Sidewalk Cleanliness Ratings Scorecard, NYCStat Stimulus Tracker, NYC Service Performance Tracker and Temporary Housing Assistance Usage Tracker. These applications are the source of city analytics available to city executives, agencies and the public via dashboards and MMRs. DoITT has succeeded the System Integrator in supporting and maintaining these applications and is building up an internal team to support Open Data and the above mentioned products.

The successful candidate will serve as a Senior Project Manager reporting to the Application Development Management Division and will focus on and collaborate with the Project Stakeholders to ensure expectations and deliverables are in continuous alignment. Primary responsibilities will include producing and updating detailed technical work breakdown structures (WBS) and project schedules as well as managing the ongoing pipeline of agency requests.

Responsibilities will include:

- Producing and updating detailed technical work breakdown structures (WBS) and project schedules as well as managing the ongoing pipeline of agency requests.
- Meet regularly with the agency stakeholder to set priorities and discuss project status
- Engage in Project Management Office-related functions including monitoring budget burn and ensuring that established communication, risk management, and similar processes are adhered to;
- Create project charter and scope statements, weekly status reports, risk and issues log, and other project deliverables as assigned;
- Participate in the review of project artifacts including technical requirements, design, architecture, component testing of solutions to business problems and implementation documentation;
- Oversee the addition of datasets into the data warehouse; new functionality or enhancements required to meet a business need; software and hardware upgrades; and operational processes;
- Measure and monitor progress at clearly defined points in the process to ensure that the project is delivered on time, within budget, and meets or exceeds expectations;
- Continuously validate Open Data program approach and project schedules to comply with program and legislative milestones as well as interdependencies with the Analytics program;
- Manage multiple work streams with inter-dependent milestone target dates (requirements gathering, architecture, design, programming, communications, security and QA);
- Coordinate and manage technical work activities for all project team members, web portal vendor and integration/automation tool product vendors toward deploying each regular, recurring release for the Open Data Portal per an established schedule;
- Approve service pack deployments
- Facilitate requirements gathering and design sessions with Project Stakeholder Agencies;
- Manage and assist in the validation of technical requirements for integrating Agencies source data systems and the NYC Open Data portal;
- Manage and assist in defining the technical solution for the platform and ensuring that it meets the requirements of the legislation, the agencies, City Stakeholders, and the user community;
- Manage and assist in documenting the technical architecture using standard modeling tools and approved DoITT methods;
- Provide detailed status reporting to management, updating risk and issue logs;
- Execute upon communications plans to provide clear and concise communication to Project Stakeholders, including other City Agencies.
- Report to senior management within DoITT and stakeholder agencies on project status;
- Manage relationships and coordinate work between vendors, sub-contractors, and various teams at multiple locations;
- Manage the completion of project deliverables and use best practices as required by the published DoITT project methodology where applicable on Business Intelligence projects;
- Communicate with executive management to provide project risk analysis, status, and analysis of issues that might impact strategic direction;

- Manage changes to the requirements through a formally defined scope change process;
- Other activities related to project management and the activities of the Project Services Project Management Office as assigned.

The position's responsibilities include commitment to and compliance with the City's EEO policy.

Minimum 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.

Preferred Skills

The successful candidate should possess the following:

- 4+ years experience managing large projects (end-to-end);
- Strong knowledge and application of SDLC with two out of the four years experience using an Agile methodology;
- 2+ years experience in Vendor management, WBS creation, Project and resource planning;
- Proficiency in Microsoft Project and other project management software, especially those used for Agile projects;
- Proficiency in PowerPoint and Excel;
- Business analysis experience creating requirements, use cases, functional specifications preferred;
- Negotiation and conflict management skills;
- Demonstrated leadership and team building skills;
- Ability to be a systems thinker with attention to quality;
- Ability to interact effectively with staff, project managers, and functional managers;
- Strong and articulate verbal and written communication skills;
- Ability to interface with executive level management and give senior level presentations;
- PMP certification and/or similar Agile certification is a plus;
- Experience working with City of New York agencies; and the ability to manage multiple tasks under tight deadlines.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #184911
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #184911

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

Posting Date: February 26, 2015

Post Until: Filled

The Department of Information Technology & Telecommunications and the City of New York are equal opportunity employers.