

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

Civil Service Title: Computer Associate (Operations)	Level: 03
Title Code No: 13621	Salary: \$64,683/\$74,385 - \$85,000
Business Title: NYCWIN Project Manager	Work Location: Brooklyn, NY
Division/Work Unit: Wireless Technologies	Number of Positions: 1
Job ID: 203682	Hours/Shift: Day - Due to the necessary technical support duties of this position in a 24/7 operation, the candidate may be required to work various shifts such as weekends and/or nights/evenings.
Job Description	
<p>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.</p> <p>The successful candidate will serve as a NYCWIN Project Manager reporting to the Wireless Technologies Division. Responsibilities will include: Oversee the operations, maintenance, and implementation services of the NYCWIN infrastructure; provide support to public safety and public service agencies; oversee and consult with City agencies requesting wireless data solutions and represent the agency in the areas of wireless broadband programs; support planning for the next generation data network; provide support to program planning, service level compliance and funding justifications as required; provide project communications including status, risk, issues, escalation, etc.; prepare technical reports suitable for senior level management review; conduct cell site visits as needed to inspect sites and/or review contractors work; oversee the success of concurrent multiple complex projects by managing the day-to-day activities of vendors to deliver tasks on time, within budget, and scope; coordinate and administer tasks associated with the DOITT wireless emergency command truck; and handle special Wireless Technologies projects and initiatives as assigned;</p>	
Minimum Qualification Requirements	
<p>1. A certificate from an accredited technical school (approximately 675 hours) with a specialization in computer operations, and two years of satisfactory full-time experience, acquired within the last eight years, working on large-scale mainframe computer operations or mainframe data communication networks;</p> <p>or</p> <p>2. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience, acquired within the last eight years, as described in "1" above;</p> <p>or</p> <p>3. A four-year high school diploma or its educational equivalent and four years of satisfactory full-time experience, acquired within the last eight years, as described in "1" above;</p> <p>or</p> <p>4. A satisfactory combination of education and/or experience equivalent to "1", "2", or "3" above. However, all candidates must have at least two years of full-time experience, acquired within the last eight years, as described in "1" above.</p>	
Preferred Skills	
<p>The successful candidate should possess the following: 5+ years' experience overseeing large projects (end-to-end); 5+ years experience in vendor management; strong negotiation and conflict management skills; strong client management skills; demonstrated experience working with technical and non-technical staff; exceptional knowledge of Microsoft programs such as MS Word, Excel, PowerPoint and Access; strong written and verbal communication skills; excellent analytic, organization, presentation and facilitation skills; ability to handle multiple tasks under tight deadlines; experience and background in Wireless, IP and Microwave Network infrastructure management and wireless cell site construction; PMP Certification is preferred but not required.</p>	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #203682 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #203682</p> <p style="text-align: center;">-or-</p> <p style="text-align: center;">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</p> <p style="text-align: center;">SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: August 4, 2015	Post Until: Filled

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