

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

Civil Service Title: Computer Specialist (Software)	Level: 04
Title Code No: 13632	Salary: \$87,203/\$100,284 - \$110,000
Business Title: Cybersecurity Training Program Manager	Work Location: Brooklyn, NY
Division/Work Unit: IT Security	Number of Positions: 1
Job ID: 211654	Hours/Shift: Day - Due to the necessary technical support duties of this position in a 24/7 operation, candidate may be required to 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.

The successful candidate will serve as a Cybersecurity Training Program Manager reporting to the IT Security Division. Responsibilities will include: Research, evaluate and design a CBT cybersecurity awareness and training program; create a progressive program that employs all levels of the organization with an emphasis on changing the culture related to cybersecurity and reduce the human risk factor; ensure that the security training program meets the requirements for regulatory compliance, industry standards and Citywide Security Policies; create and design metrics to measure the success of the program, manage a security blog, FAQs database and produce a vibrant and relevant monthly cybersecurity awareness newsletter; coordinate cybersecurity awareness events, provide interactive presentations at agency locations, mentor staff at all levels in regards to cybersecurity hygiene, develop and customize posters, flyers and handbooks; and perform special technology projects and initiatives as assigned.

Minimum Qualification Requirements

(1) A baccalaureate degree from an accredited college, including or supplemented by twenty-four (24) semester credits in computer science or a related computer field and two (2) years of satisfactory full-time software experience in designing, programming, debugging, maintaining, implementing, and enhancing computer software applications, systems programming, systems analysis and design, data communication software, or database design and programming, including one year in a project leader capacity or as a major contributor on a complex project;

or
 (2) A four-year high school diploma or its educational equivalent and six (6) years of full-time satisfactory software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project;

or
 (3) A satisfactory combination of education and experience that is equivalent to (1) or (2) above. College education may be substituted for up to two years of the required experience in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in (1) or (2) above. However, all candidates must have a four year high school diploma or its educational equivalent, plus at least one (1) year of satisfactory full-time software experience in a project leader capacity or as a major contributor on a complex project.

NOTE: In order to have your experience accepted as Project Leader or Major Contributor experience, you must explain in detail how your experience qualifies you as a project leader or as a major contributor. Experience in computer operations, technical support, quality assurance (QA), hardware installation, help desk, or as an end user will not be accepted for meeting the minimum qualification requirements.

Special Note

To be eligible for placement in Assignment Level IV, in addition to the Qualification Requirements stated above, individuals must have one year of satisfactory experience in a project leader capacity or as a major contributor on a complex project in data administration, database management systems, operating systems, data communications systems, capacity planning, and/or on-line applications programming.

Preferred Skills

The successful candidate should possess the following: 5+ years' experience in project management, a strong understanding of Cybersecurity information risks and the different elements related to human behavior risks; professional hands-on experience with full Microsoft Office suite; excellent written and verbal communication skills; excellent presentation skills and the ability to present material around information security awareness; and the ability to handle multiple tasks under tight deadlines. The following professional vendor certifications are preferred: Project Management Professional (PMP); Certified Information System Security Professional (CISSP); Security+.

To Apply

Special Note: Taking and passing the Computer Specialist (Software) civil service exam will be necessary to maintain employment with the City of New York. Filing for this exam is tentatively scheduled for (November 2015). Please check the Department of Citywide Administrative Services (DCAS) website (http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml) at that time for important filing information. For more information regarding the civil service process, please visit the DCAS website at: <http://www.nyc.gov/html/dcas/html/work/work.shtml>

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #211654
 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #211654

-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: September 22, 2015	Post Until: Filled
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