

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

Civil Service Title: Computer Specialist (Software)	Level: 04
Title Code No: 13632	Salary: \$89,383/\$102,791 - \$123,773
Business Title: Senior Project Manager	Work Location: Brooklyn, NY
Division/Work Unit: Project Services	Number of Positions: 3
Job ID: 213700	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.

This position is in alignment with the City's strategy to create a program at DoITT that will effectively serve as the City's consulting arm for the implementation of application development projects across the City. This position will leverage DoITT's expertise in project methodology, implementation best practices and development standards to deliver high quality solutions that meet agency business needs. Each City agency has different needs, providing many opportunities for interesting work but also presenting dynamic challenges to project teams deployed by DoITT.

The successful candidate will serve as a Senior Project Manager reporting to the Project Services unit in the Division of the First Deputy Commissioner and will manage a variety of projects encompassing application development, COTS, infrastructure, or a combination of each of these types.

Responsibilities will include:

- Act as an independent resource on-site for assigned project teams reporting to agency oversight managers;
- Support other members of project team(s) in their understanding of agency business needs, requirements deliverables and appropriate processes/methodologies for the agency environment;
- Assist in creating new business analysis operations and standards for agencies continuous analysis improvement and for adoption of new and emerging technologies and practices;
- Determine the project approach, resource requirements, team roles and responsibilities, and schedule;
- Develop and/or review estimates and assumptions for the project s schedule, effort, and cost using established estimating models, best practices, and past experience;
- Create and manage project, risk mitigation, and communication plans;
- Create project charter and scope statements, weekly status reports, risk and issues log , and other project deliverables as assigned;
- Manage projects throughout the entire software development lifecycle, providing direction for project teams and monitoring the progress of deliverables and tasks, i.e. the schedule;
- Plan, track, communicate with, and drive infrastructure solution builds;
- Work closely with executive level leadership when necessary;
- Provide oversight and management of blended teams of consultants and staff from a functional matrix organization;
- May manage Systems Integrators, Security, Quality Control vendor relationships and their engagements, including participating in the creation of RFPs, review/selection of vendors, etc.
- Ensure that project team members are adhering to the published and/or shared DoITT PMO methodologies, templates, and development standards;
- Ensure that project resources are used effectively;
- Participate in the review of project artifacts including technical requirements, user experience design, architecture, testing and implementation documentation;
- Transition all project artifacts and knowledge to agency staff prior to disengaging from a project;
- Identify future support needs and work with appropriate units to assist the agency with articulating and requesting these resources;
- Support and contribute to DoITT's goal of ongoing process improvements in the program;
- Report to functional managers within DoITT on a pre-determined schedule;
- Address client concerns and escalate all project issues appropriately and manage them to resolution;
- Other activities related to project management as assigned;
- Perform special 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 have proven experience in both agile, iterative, and waterfall methodologies, including extensive experience in the role of Scrum Master. The ideal candidate should also have had experience driving an organization through the actual transition from waterfall to agile processes as well. We are looking for candidates who not only have the required experience and skills but can demonstrate a high level of professionalism and customer service. If you are an IT professional who combines high business acumen with technical expertise and team collaboration, you are strongly encouraged to apply.

The successful candidate should possess the following:

- 4+ years experience managing web based application projects (end-to-end);
- Strong knowledge of Waterfall (3+ years), Agile (2+ years), and Hybrid (3+ years) methodologies;
- 2+ years experience in Vendor management, WBS creation, project and resource planning;
- Proficiency in Microsoft Project, Agile oriented tracking tools/methods, and other project management software;
- Proficiency in PowerPoint and Excel;
- Strong familiarity with Business Analysis role in creating requirements, use cases, functional specifications;
- Strong demonstration of negotiation and conflict management skills;
- Knowledge of responsive design, user experience design, data modeling, software integration, and/or software as a service (SaaS);
- Behavioral competencies that demonstrate leadership, self-awareness, adaptability, ability to be a systems thinker, attention to quality, and relationship and team building are very important;
- Ability to interact effectively with line staff, other 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;
- Experience with N-tier architecture for web based applications and the build out of the infrastructure to host;
- PMP or Scrum Master certification;
- Experience working with City of New York agencies.

To Apply

Special Note: In order to be considered for this position, you must have recently filed for the Computer Specialist (Software) Exam or have a permanent Computer Specialist (Software) title. For more information regarding the civil service process, please visit the DCAS website at: <http://www.nyc.gov/html/dcas/html/work/shtml>

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #213700
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #213700

-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: October 19, 2015

Post Until: Filled

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