

**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: \$89,383/\$102,791 - \$120,000
Business Title: ECTP Project Manager, Enterprise Services	Work Location: Brooklyn, NY
Division/Work Unit: Emergency Communications Transformation Program (ECTP)	Number of Positions: 1
Job ID: 222779	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 the Enterprise Services Project Manager reporting to the Emergency Communications Transformation Program. Responsibilities will include:

- Determine the project approach, resource requirements, team roles and responsibilities, and schedule;
- Develop and 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;
- Manage projects throughout the entire assessment and development lifecycle, providing direction for project teams and monitoring the progress of deliverables and tasks;
- Plan, track, communicate with, and drive infrastructure solution; build and support resources;
- Work closely with executive level leadership, as well as internal and external stakeholders;
- Provide oversight and management of blended teams of independent IT consultants and staff; manage vendor relationships, including participating in the creation of RFPs, review/selection of vendors, contracts, etc.;
- Ensure that staff and consultants adhere to the published PMO methodology and development standards defined for the PMO;
- Engage in PMO-related functions including monitoring budget and ensuring that established communication plans, risk management, and similar processes are adhered to;
- Define team member roles and expectations;
- Ensure that project resources are used effectively;
- Participate in the review of project artifacts including technical requirements, design, architecture, testing and implementation documentation;
- Develop training plans and future support needs;
- Support and contribute to the Program's goal of ongoing process improvement, and adherence to Project Management Institute's PMBOK and DoITT published project methodologies;
- Report to senior management within the Program, DoITT and stakeholder agencies on project status;
- Perform other activities related to project management 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 preferred candidate should possess the following:

- 5+ years experience project managing IT infrastructure and applications projects (end to end) specifically related to: Patch cabling, services: active directory, remote access, remedy, backup, storage and monitoring;
- 3+ years' experience in Vendor management;
- WBS creation;
- Project and resource planning; proficiency in Microsoft Project, and other project management software;
- Proficiency in PowerPoint;
- Strong demonstration of negotiation and conflict management skills;
- Strong visual presentation skills; strong public speaking skills;
- Excellent leadership and organization skills in an aggressive timeframe; ability to be a systems thinker, attention to quality, and relationship and team building; 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;
- Experience working with City of New York agencies.

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 open until November 24, 2015. You must file for this exam in order to be considered.** Please check the Department of Citywide Administrative Services (DCAS) website (http://www.nyc.gov/html/dcas/html/work/exam_monthly.shtml) 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 #222779
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #222779

-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: November 24, 2015

Post Until: Filled

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