

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

Civil Service Title: Administrative Business Promotion Coordinator	Level: M1
Title Code No: 10009	Salary: \$53,051/\$57,210 - \$120,000
Business Title: Senior Advisor to the Deputy Commissioner	Work Location: Brooklyn, NY
Division/Work Unit: Telecommunications Planning	Number of Positions: 1
Job ID: 229222	Hours/Shift: Due to the necessary 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 evenings.

Job Description

(NYC Residency is required within 90 days of appointment)

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 seeks a Senior Advisor in its Telecommunications Planning division, reporting to the Deputy Commissioner. This position is part of DoITT's senior staff and will interface with management across DoITT divisions, and well as with external stakeholders including the Mayor's Office. Telecommunications Planning administers the City's telecommunications franchises —including cable television, LinkNYC, mobile telecom, and information services—to ensure that providers deliver reliable services throughout New York City. The division also devises telecommunications policy and strategy to enhance the resiliency of public telecom infrastructure and strengthen the availability of critical communications systems to resist and recover from events and natural disasters.

The work of this division is critical to the success of achieving the Mayor's vision for universal and affordable Broadband for all working New Yorkers and this position will help its attainment.

The Senior Advisor will support the Deputy Commissioner (DC) of Telecommunication Planning with the following work (including, but not limited to):

- Representing the DC at internal and external meetings
- Leading special projects and initiatives as assigned
- Triaging issues that are escalated to the DC's office for appropriate handling
- Drafting presentations and correspondence
- Preparing agendas and minutes for division meetings
- Tracking follow up actions across the division
- Providing regular updates on current projects by gathering information from project managers and leaders

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

Minimum Qualification Requirements

1. A baccalaureate degree from an accredited college or university and five years of full-time paid experience acquired within the last fifteen years, of supervisory or administrative experience including handling of business promotion or urban economic problems, at least 2 years of which must have been in a managerial or executive capacity with primary focus on business promotion or urban economic planning;
- or-

2. A satisfactory equivalent combination of education and experience. However all candidates must have 2 years of managerial or executive experience as described in "1" above.

Appropriate graduate study in an accredited college or university may be substituted for the general experience on a year-for-year basis. All candidates must have a four-year high school diploma or its equivalent approved by a State's Department of Education or a recognized accrediting organization.

Preferred Skills

Due to the nature of this position, the Senior Advisor will require someone who can understand multiple business domains and quickly gain a broad understanding of all aspects of DoITT's operations to best represent the Department on a broad range of topics. While the selected candidate will be expected to have a broad understanding of DoITT's operations, he/she will need good judgment to ascertain when to involve DoITT subject matter specialists to ensure our official position is considered and clearly conveyed.

The preferred candidate should possess the following: A Master's and/or Bachelor's degree in a related field; a proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents; ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate issues; advanced skill level of MS Office including Excel, PowerPoint, Access, Visio and Project; proven ability and knowledge of project/program management techniques and tools, and excellent problem solving skills; team player who works well with technical and non-technical teams; exceptional written and verbal communication skills; strong presentation abilities; excellent organization, facilitation and customer service skills; ability to manage multiple tasks under tight deadlines; and the ability to interface with executive level management and give senior level presentations.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #229222

For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #229222

-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

Posting Date: January 25, 2016

Post Until: Filled

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