

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

Civil Service Title: Computer Systems Manager	Level: M1
Title Code No: 10050	Salary: \$53,051/\$57,210 - \$120,000
Business Title: MOTI IT Risk Manager	Work Location: Brooklyn, NY
Division/Work Unit: Mayor's Office of Technology and Innovation	Number of Positions: 3
Job ID: 231447	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

The Mayor's Office of Technology and Innovation (MOTI) was established to ensure that technology and innovation can be leveraged to optimize the efficiency and cost-effectiveness of all City government operations, strengthen public participation in government, increase government transparency, and enhance the delivery of services to the public. To that end, MOTI is establishing a new Citywide Risk Management Practice to work across the City's technology portfolio to identify, manage, and help develop appropriate risk responses associated with large, high-profile, mission-critical IT projects for the City of New York. MOTI is currently looking to hire 3 Risk Managers to launch and run this important new practice.

The IT Risk Manager position will report to the Mayor's Office of Technology and Innovation (MOTI) under the direction of New York City's first ever Chief Technology Officer (CTO), as part of the IT Risk Management team. The successful candidate will focus on assessing, monitoring, and helping to mitigate risk at the portfolio level across the City's technology landscape. In addition, in order to help agencies to better manage risks of strategic projects, the Risk Manager will develop a toolkit and promulgate best practices designed to strengthen agencies internal controls and improve performance as it relates to IT project management in order to better assure the successful delivery of these projects. The Risk Manager will also serve as subject matter expert (SME) to advise City executive leadership on the health of IT projects and develop a Dashboard to track risks and measure the success of City's IT investments on an ongoing basis. To perform these functions, the Risk Manager will work most closely with the Deputy Chief Technology Officer, Technology Solutions Managers, Agency technologists, and Agency IT vendors.

On an ongoing basis, the IT Risk Manager will be called upon to secure buy-in from business and technology stakeholders at all levels; conduct success management and risk analysis across the City's technology portfolio as well as on key strategic projects; serve as a SME for agency or City Hall inquiries on risk management topics; develop metrics to monitor the impact of the risk analyst function; assess technology or tools related to IT project risk management; identify strategic opportunities to lessen the City's risk related to IT projects; maintain an in-depth knowledge of industry standards as applicable to the City's needs; and support MOTI's work through thought leadership on the topic of risk management as it relates to technology and innovation.

Responsibilities will include:

- Manage project scope, planning, dependencies, issue tracking and resolution, budget and resources and invocation of change control;
- Establish and manage governance structures(s), involving IT, third party or external resources as required;
- Assess, as needed, financials (costs and budgets) and delivery performance and reporting on the program risk dashboard;
- Monitor and report against plan to relevant project governance structure(s);
- Establish and manage key project success factors such as quality assurance, change control processes, Training Needs; User Acceptance Testing (UAT); training delivery and process change implementation, liaising with relevant Risk Management team members, IT and business stakeholders; third party or external providers as required;
- Undertake business readiness assessment; work with the business to identify, develop and implement activities to prepare the business for change;
- Establish and maintain a citywide IT risk management dashboard for monitoring risk and success of IT projects and programs;
- Create documentation, training, and a practical toolkit for risk management that can be applied to NYC government projects;
- Complete required project documentation as part of the risk assessment deliverables

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

Minimum Qualification Requirements

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties;
or
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above;
or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above;
or
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and

must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

NOTE: The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

Preferred Skills

- At least 6 years of experience working in a senior project or portfolio management capacity;
- At least 4 years of experience working as an IT auditor or in a risk-management function;
- Applied relevant technical knowledge of engagements conducting systems, infrastructure, or process assessments;
- Experience with IT Risk Assessment Frameworks (e.g. PMI RMP, COBIT, NIST, ITIL, ISO 27001);
- Excellent client management skills;
- Demonstrated experience working with both technical and non-technical resources and stakeholders;
- Strong written and verbal communication skills;
- Excellent analytical, creative, and organizational skills;
- Excellent analytical and organizational skills;
- Ability to communicate effectively with executive level management and to respond positively to changing needs

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #231447
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #231447

-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: February 24, 2016

Post Until: Filled

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