

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

Civil Service Title: Computer Programmer Analyst	Level: 01
Title Code No: 13651	Salary: \$46,303 - \$53,249
Business Title: ECTP Technical Project Coordinator	Work Location: Brooklyn, NY
Division/Work Unit: Emergency Communications Transformation Program	Number of Positions: 1
Job ID: 232629	Hours/Shift: Day

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 Project Coordinator is the central point of contact for the PMO, assigned to organize, manage and control technical project activities under the direction of the Project Management Director. Responsible for coordinating with ECTP Project Managers, consultants and agency stakeholders to provide administrative, schedule and document management; ensuring the PMO is effective in supporting the delivery of projects and programs.

Responsibilities will include:

- Provide analytical support for Project Managers (PMs) on the development of computer software applications and IT infrastructure;
- Assist PMO in surveys of agency stakeholders and support PMs on business process analysis;
- Support PMs in documenting computer systems requirements;
- Prepare, track, manage and document PMO IT procedures, e.g. Integrated Master Schedule Management, Vendor Onboarding/Offboarding, IT Deliverable Management;
- Liaison with program stakeholders to explain PMO procedures and project standards required;
- Modify existing program policies and procedures to accommodate changing needs;
- Manage and control the program meeting schedule, calendaring and booking all associated conference rooms and supporting meeting equipment;
- Draft and distribute meeting minutes, presentations and other program materials;
- Arrange and monitor consultant access, requests, renewals and discontinuations;
- Support the development, management and tracking of ECTP Document Management System to ensure traceability and auditability of documents stored in the program's centralized repository;
- Serve as the liaison for DoITT Facilities and Building Maintenance to coordinate consultant space needs and other facilities related requests;
- Handle and follow up on Help Desk tickets and office supplies for the PMO;
- Serve as the office and program receptionist;
- Provide calendar management for the Program Director;
- Support Change Management by material preparation, uploading and record-keeping of all change requests for the program;
- Perform other administrative and support activities 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;
or
(2) A four year high school diploma or its educational equivalent plus (3) years of satisfactory fulltime computer programming experience;
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 one year of the experience required in (2) above on the basis that sixty (60) semester credits from an accredited college is equated to one year of experience. In addition, twenty-four (24) credits from an accredited college or graduate school in computer science or a related computer field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school) may be substituted for one year of experience. However, all candidates who attempt to qualify under option (3) must have at least a four year high school diploma or its educational equivalent and at least (1) year of satisfactory full-time computer programming experience.

Some examples of unacceptable experience are: End users of a computer system, program or software package; experience in the areas of end user computer technical support, computer operations, data entry/data retrieval, quality assurance (QA); end user hardware installation; end user help desk; teaching, telecommunications, experience in Microsoft Office Suite/Back Office products.

Preferred Skills

The successful candidate should possess the following:

- Strong decision making and analytical skills; excellent organizational skills, systematic approach, able to multi-task in fast paced environment;
- Strong verbal and written communication and the ability to build and establish relationships quickly;
- Independently manage time and work to efficiently meet deadlines;
- Ability to proactively follow-up and follow-through; intermediate to advanced proficiency in MS Office Suite, including Excel, Word and PowerPoint;
- 2-4 years continuous work experience;
- A background in customer service, previous project management or project coordinator experience preferred;
- Familiarity with vendor administration, including NYC onboarding and off boarding procedures;
- Experience with records and document management;
- MS SharePoint Administration.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #232629
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #232629

-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: March 21, 2016

Post Until: Filled

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