

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

Civil Service Title: Business Promotion Coordinator	Level: 03
Title Code No: 60860	Salary: \$62,671/\$72,072 - \$80,000
Business Title: MOTI Project Manager	Work Location: Brooklyn, NY
Division/Work Unit: Mayor's Office Technology & Innovation	Number of Positions: 1
Job ID: 242189	Hours/Shift: Day - Due to the necessary 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 (New York City Residency required within 90 days of appointment)	
<p>The Project Manager will report to Mayor's Office of Technology and Innovation (MOTI). The Project Manager will provide operational and programmatic assistance in support of a coordinated citywide strategy on technology and innovation. These activities will serve to improve government service delivery and operations by leveraging innovation and improvements in business processes. The Project Manager will work closely with the Chief Technology Officer for the City of New York, MOTI staff, agency technology leaders, academic institutions, advocates, and other key stakeholders.</p> <p>Responsibilities will include: Support the creation and implementation of professional development programs aimed at helping to recruit and retain top technology talent in city government; assist in the development and implementation of internal competitions to collect best practices, spur innovation among City agencies; facilitate the exchange of best practices around innovation across City agencies as well as external actors; support MOTI outreach efforts to educate city employees about new technology initiatives, policies, standards and tools, while also facilitating greater cross-agency knowledge sharing and collaboration; liaise with partners in the technology sector in order to build relationships, understand opportunities for collaboration and provide assistance in navigating government bureaucracy; assist with event planning and other administrative, operational and research needs related to the day today work of MOTI; provide support related to the development and implementation of a series of technology and innovation fellowship programs; monitor fellowship program goals and use data to analyze and adjust services; participate actively in the promotion of new products and services through the publication of white papers and other communications.</p>	
Minimum Qualification Requirements	
<p>1. A masters degree from an accredited college with a major in business administration, public administration, urban planning, economics, urban affairs, marketing research, finance, or political science; -or-</p> <p>2. A baccalaureate degree from an accredited college and one year of full-time satisfactory experience in one or more of the following: a. business development, retention, expansion and relocation or assisting businesses in accessing public and private services and programs including workforce development; or b. analysis of business records and documents to determine eligibility of businesses for programs and services; or c. economic, market or site research and analysis for business and neighborhood development; or d. facilitation and promotion of the film industry through the processing of various permits, marketing techniques and incentive programs; -or-</p> <p>3. An associate degree or 60 semester credits from an accredited college and three years of full-time satisfactory experience as described in "2" above; -or-</p> <p>4. A satisfactory combination of education and experience which is equivalent to "1", "2", or "3" above. However, all candidates must have least 60 semester credits from an accredited college or university.</p>	
Preferred Skills	
<p>The successful candidate should possess the following: 3+ years of relevant work experience related to technology and innovation; strong oral and written communication skills, including the ability to translate complex ideas into easy to understand language; a bent for pursuing new and innovative ideas, the ability to manage ambiguity and generate enthusiasm across a diverse set of constituencies; knowledge of coding languages (e.g. Python, PHP, Ruby) strongly desired; graphic design skills a plus; exceptionally self-motivated and directed with a keen attention to detail and organization; extensive project management experience, helping develop and implement technology projects from start to finish; knowledge and experience working with emerging technologies; Bachelor's degree in computer science, engineering or a related field.</p>	
To Apply	
<p>For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #242189 For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #242189 -or-</p> <p>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</p>	
<p>SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL</p>	
Posting Date: June 7, 2016	Post Until: Filled

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