

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

Civil Service Title: Business Promotion Coordinator	Level: 03
Title Code No: 60860	Salary: \$33.47/\$38.49 - \$46.18/hour
Business Title: MOTI Fellow	Work Location: Manhattan , NY
Division/Work Unit: Mayor's Office of Technology and Innovation	Number of Positions: 2
Job ID: 185526	Hours/Shift: This is a part-time position at approximately 20 hours per week for 3-6 months with the possibility for extension.

Job Description

(New York City residency 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.

The Fellow will report to the Mayor's Office of Technology and Innovation (MOTI), providing oversight and support for the city's new top-level domain, .nyc, while also offering assistance to other City-wide technology initiatives. This role will oversee the newly developed DotNYC Commons, a forum for ensuring information about .nyc is communicated to stakeholders and new, well-formed issues arising within the community are elevated to the City for consideration and decision. The ideal candidate will have substantial technology and content strategy experience as well as a demonstrated track record utilizing technology to deliver change across large, complex organizations. The MOTI Fellow will work closely with the Director of Innovation, MOTI staff, City agency staff, and other key stakeholders.

Responsibilities will include: Guide the development and scaling of .nyc across City agencies and throughout community-based organizations in the five boroughs; manage the day-to-day operations, growth, and success of .nyc; provide extensive professional support, advice and assistance on high strategic technology initiatives; guide community outreach, public engagement, intergovernmental affairs, and partnerships related to the expansion of .nyc; provide thought leadership and develop strategies to advance the City's policy goals related to technology and innovation; represent MOTI on intra-agency wide tasks forces as necessary; leverage change management best practices to assist in determining areas where efficiencies can be gained through leveraging technology; and manage special projects and initiatives as assigned.

* This position has a tenure of 3 to 6 months with a possibility of an extension.

Minimum Qualification Requirements

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
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
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
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.

Preferred Skills

The successful candidate should possess the following: 5+ 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; 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; strong presentation skills; ability to manage multiple tasks under tight deadlines; ability to interface with executive level management and give senior level presentations; knowledge and experience working with emerging technologies; Bachelor's degree in social science or interdisciplinary degree.

To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #185526
For all other applicants, please go to www.nyc.gov/jobs/search and search for Job ID #185526

-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 6, 2015	Post Until: Filled
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