

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: COMPUTER SYSTEMS MANAGER	Level: M1
Title Code No: 10050	Salary: \$53,051.00/\$57,210.00-\$145,991.00 Frequency: ANNUAL
Business Title: DIRECTOR OF INFORMATION TECHNOLOGY	Work Location: 31 Chambers Street
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 231016	Hours/Shift: Day - Due to the necessary technical management duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

Job Description

The Department of Records and Information Services (DORIS) seeks a Director of Information Technology who will report directly to the Commissioner. The Director will be tasked with improving the current networking and computing infrastructure in order to promote DORIS charter mandate to provide easy access to the history of the City of New York and current government information. Additionally, the Director will assist in the design and implementation of new applications to promote transparency within the City of New York.

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.

Qualification Requirements (continued)

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

- 15+ years of IT work experience, with at least ten years of leadership responsibility in managing multiple large cross-functional teams or projects and influencing senior-level management and key stakeholders.
- Strong leadership skills and the ability to work effectively with business managers, IT engineering, and IT operations staff.
- Excellent verbal, written and interpersonal skills and strong budget, financial and resource management skills.
- Extensive knowledge of infrastructure planning and operations, design and deployment as well as system life cycle management.
- Experience developing and maintaining IT policies, procedures, standards and guidelines.
- Experience with the development of resilient enterprise applications using various Software Development Life Cycle (SDLC) methodologies and multiple platforms.
- Experience with capacity planning, disaster recovery and the design and deployment of fault tolerant system and database architectures.
- Experience with design, development, deployment and support of data warehouses.
- Strong knowledge of current and emerging technologies, technology directions and strategic application to business needs.

Additional Information

The Director of Information Technology’s duties will include but are not limited to, the following tasks:

- Develop and implement an agency-wide technology strategy
- Responsible for the day-to-day IT Operations of the agency
- Manage a staff of developers, project managers, and quality assurance analysts
- Provide direction and support for continuous upgrades of the agency technology infrastructure (network, desktop, server, software, application, and telecommunications) to promote agency initiatives
- Lead the assessment of technologies and proposed technical solutions that meet business needs
- Assist in the development and enhancement of key technology policies in areas such as electronic records management and archival storage of born-digital records
- Develop and maintain external agency relationships in order to leverage city-wide services
- Liaison between the agency development team and the technology teams at other City agencies regarding process, architecture, and implementation of applications, including facilitating direct communication among agency technical teams.

Residency Requirement

New York City Residency is not required for this position

To Apply

Search for the Job ID # 231016

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

Posting Date: 02/09/2016

Post Until: 02/23/2016

The City of New York is an Equal Opportunity Employer