

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

<b>Civil Service Title:</b> Computer Systems Manager	<b>Level:</b> M2
<b>Title Code No:</b> 10050	<b>Salary:</b> \$60,435/\$65,173 - \$150,000
<b>Business Title:</b> ECTP Director of IT Budget and Contracts Administration	<b>Work Location:</b> New York, NY
<b>Division/Work Unit:</b> Emergency Communications Transformation Project (ECTP)	<b>Number of Positions:</b> 1
<b>Job ID:</b> 251659	<b>Hours/Shift:</b> Day - Due to the necessary management duties of this position in a 24/7 operation, candidate may be required to be on call and work various shifts such as weekends and/or evenings.

**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 successful candidate will serve as a Director of IT Budget and Contracts Administration reporting to the Emergency Communications Transformation Project (ECTP) division to plan, oversee, and advise executive management on financial, procurement and contract compliance matters for its Public Safety IT Program Management Office (PS IT PMO).

Responsibilities will include:

- Work collaboratively with the PMO's key stakeholders, such as the NYPD, FDNY, the Department of Design and Construction, along with DOITT and City oversight agencies.
- Ensure the financial integrity and analysis on the balance of the multi-year \$2B capital budget and forecast for the Emergency Communications Transformation Program (ECTP);
- Serve as IT Financial Advisor to the PS IT Management team;
- Flag issues, calculate risks, recommend budget impacts and actions to scope, schedule, budget and resources for both individual projects, and for all programs in the PS IT portfolio;
- Provide IT budget and contract guidance, oversight and management reporting to DoITT's PS IT Executives, units in the PMO, and within DoITT;
- Perform timely forecasting and facilitating of all of program procurements, including solicitations and source selections;
- Ensure through Contract Management that provider's performance meets contractual requirements;
- Develop and report on certain financial and contract metrics and performance, and routinely identify financial and contract risks and issues;
- Partner with DOITT Budget to maintain an integrated agency-wide financial accounting system to provide consolidated reporting on program and portfolio budgets and contracts;
- Partner with DOITT ACCO to oversee timely procurement management, including vendors selection, contract negotiations (i.e., pricing, scope, terms and conditions) as well as day to day contract administration, ensuring appropriate scope management, contract and funding authority;
- Provide day to day guidance, direction and overall supervision and professional development for unit staff;
- Manage and supervise staff;
- Foster healthy and professional work atmosphere;
- Encourage professional development; be available for private and group discussions;
- Complete Tasks and Standards on time;
- Manage program communications across the budget and contract functions;
- Cascade down and out senior management direction;
- Foster principles of transparency, accountability, and accessibility for City services in actions, work and team;
- Provide input and contribute in making clear authority and accountability for key decision-making responsibilities;
- Manage special projects, meetings and initiatives as assigned;
- Lead and help other team leaders have productive meetings;
- Supporting issues, critical path schedule tasks, and risks to drive agendas and priority;
- Right-size meetings; review meeting frequency, attendees, purpose and goals;
- Contracts Compliance and Close-Out management;
- Develop a check-list and work with Project Managers,
- Project Management Director, Contracts;
- Perform special projects and initiatives as assigned.

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

The preferred candidate should possess the following:

- Experience in handling large scale, complex contracts and budgets in the public and/or private sector, and should be comfortable reporting and developing financial management and contract administration metrics and standards in accordance with agency and citywide policies and procedures;
- Strong interest in public safety, excel at strategic planning, critical thinking and problem solving, and be able to absorb and process immense amounts of background information on one of the most impressive public safety operations in the world;
- 5 years of Financial and Contract Management experience relating to complex technology projects (i.e. design, deploy and sustain), preferably in a public safety environment or in NYC government;
- General understanding of public safety technologies such as: 9-1-1 Telephony, Computer Aided Dispatch systems, Logging and Recording Systems, LAN / WAN Networks, Web Based projects, or Software Development;
- Strong authoritative management of work flows, proven adherence to time lines, and budgets;
- Ability to review and understand business and technical specifications;
- Excellent analytical and critical thinking skills;
- In depth knowledge of City's budgeting and procurement processes preferred;
- Proven experience working with public safety stakeholders (Fire and Police Departments) to establish internal standards and best practices;
- Strong communication skills including oral, written, and presentation;
- Well-versed in preparing/presenting executive-level presentations, ability to write reports and build briefings;
- A strong sense of organization and mission, with strict attention to detail;
- Ability to multi-task and respond quickly to multiple inquiries and requests for detailed information;
- Excellent problem solving and troubleshooting skills with the ability to exercise mature judgment.

#### To Apply

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #251659

For all other applicants, please go to [www.nyc.gov/jobs/search](http://www.nyc.gov/jobs/search) and search for Job ID #251659

-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:** October 19, 2016

**Post Until:** Filled

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