



POSITION AVAILABLE

Office Title: Chief Information Officer	Civil Service Title: Computer System Manager
Level: M5	Salary Range: \$145,000 - \$165,000
Division / Work Unit: Information Technology Division	Number of Positions: 1
Job ID: 445091	Hours / Shift: Mon – Fri (9am – 5pm)
Position Status: Full-Time / Permanent	Application Deadline: Until Filled
DISCLAIMER: The NYC Department of City Planning does not offer Sponsorship, of any kind, for any type of employment opportunity.	

THE AGENCY:

The Department of City Planning (DCP) plans for the strategic growth and development of the City through ground-up planning with communities, the development of land use policies and zoning regulations applicable to citywide. DCP also share its perspectives on growth and community needs with sister agencies in collaboration with the Office of Management and Budget (OMB).

DCP's six strategic objectives include: (a) catalyze long-term neighborhood improvement through integrated planning and targeted accompanying public investments; (b) encourage housing production, affordability, and quality; (c) promote economic development and job growth; (d) enhance resiliency and sustainability of neighborhoods; (e) ensure integrity, timeliness, and responsiveness in land use reviews; and, (f) supply objective data and expertise to a broad range of planning functions and stakeholders.

Central to its mission, DCP supports the City Planning Commission in its annual review of approximately 450 land use applications. The Department also works closely with OMB in developing the Ten-Year Capital Strategy and helping administer the Neighborhood Development Fund, geared toward ensuring that growing neighborhoods undergoing rezoning have accompanying infrastructure investments.

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THE DIVISION:

The Information Technology Division (ITD) is responsible for creating, deploying and maintaining appropriate technology and data systems to support the wide variety of agency needs and citywide asks of the Department, including meeting many City charter mandates and grant funding requirements. The division provides necessary computing infrastructure and productivity-enhancing technology tools to support ~300+ interdisciplinary staff, including planners, urban designers, project managers, management and substantial analytic and mapping activity. In addition, the division also designs, builds and maintains digital systems that are central to the core mission of DCP, including the Zoning Application Portal and the online Zoning Resolution. Lastly, the division is committed to driving digital initiatives to further planning transparency and customer-oriented digital government services to New Yorkers.

The division is comprised of 50+ interdisciplinary staff divided into service delivery areas with specialties in 1) software engineering including DevOps, 2) data management including data engineering, geographic information systems and geographic research and 3) network services including on-premise data center and cloud infrastructure. In addition, the division fulfills a citywide function by providing geoprocessing capabilities through the proprietary Geosupport system and maintaining citywide data for use by emergency services agencies and other critical government agencies. The division has a long track record of producing robust data systems, with a focus on Open Data, and increasingly known for innovation amongst civic technologists in application and data engineering alike.

THE ROLE:

Reporting to the Chief Operating Officer, the CIO is charged **with leading all technology activity within the agency** including its emphasis on exceptional customer experiences for our staff, innovative and sustainable digital applications, and robust data engineering practices. Managing IT staff development is crucial to delivering such high-grade technology solutions, and the CIO is expected to assure sufficient attention is given to that growth.

The CIO is expected to keep a pulse on the evolving needs of our agency's planning divisions, and to identify, propose and introduce new technology-based solutions to help the agency advance its overall objectives, and/or to become more productive in delivering its core mission. Additional systems to support the effective management of the agency are also under the CIO's umbrella. The CIO assures new technological programs and enhancements are delivered on-time and on-budget.

Primary responsibilities of the CIO are:

- **Ensuring reliable deployment and maintenance of the Agency's computer systems and tools**
50+ managers and 250+ staff are reliant on the DCP network to perform their daily tasks, with additional complexity resulting from the current remote working environment for many. While some of the technology and architecture management is driven by DoITT on a citywide basis, the CIO must ensure the agency is getting what it needs at all times.
- **Setting divisional strategy and guiding section priorities**
In conjunction with the COO, executive agency leaders, and other ITD senior leaders, the CIO is expected to establish and keep current multi-year strategic objectives for ITD, consistent with agency priorities, and translate them into near-term priorities for each of the sections within ITD. A recurring quarterly process should track and re-assess the planned sequence of priority activities. The most recent IT Division strategic plan can be found [here](#).
- **Oversight of the implementation and integration of any new computer systems and their respective architectures.**

The CIO will actively recommend adjustments in hardware, software and support decisions for the agency as related to information technology. Attention and support for internal application development and related maintenance efforts are a substantial part of these efforts. Recommendations must weigh up various viewpoints and remain cost-effective over long time horizons.

- **Timely and considered IT spend forecasts, asset management and budget monitoring**
The IT division is responsible for the spend of approximately \$6M in annual expenses and replenishment of hardware, from various funding sources. With support from the Finance division, the CIO is responsible for ensuring ITD stays within its yearly budget, complies with City asset management procedures, and helps with business cases for additional investment.
- **Professional development of all IT staff**
This includes thoughtful consideration of skills and training needs given the goals of the division, and aligned hiring, and retention and promotion policies. The CIO will ensure staff understand the divisional goals and are motivated to contribute at a consistently high level.
- **Maintaining positive relationships with partners outside of the agency**
The CIO fosters constructive working relationships with CIOs in our partner agencies and to pursue interagency projects to promote the city's growth, vitality and equity. The CIO will also build collaborative, effective relationships with various Department of Information Technology & Telecommunications (DoITT) divisions, and ensure relevant learnings are shared broadly through the IT organizations.
- **Sharing City Planning data** and information with partners and the public through the agency and city's open data platforms
- **Understanding citywide technology policies and ensure department compliance**

The preferred candidate is flexible, can effectively collaborate across technology teams and business divisions, and possesses excellent communication skills. A positive attitude and ability to work diplomatically through competing priorities, and in conjunction with other City agencies, is essential. Lastly, the successful candidate is responsible for performing job duties in accordance with mission, vision, and values of the [agency](#) and the [IT Division](#).

PREFERRED SKILLS:

- Previous experience as a CIO or as a technology leader for a similarly sized, complex organization, including 4+ years as a leader of such organization
- Experience in motivating and managing through other senior IT leaders
- Track record of balancing customer-orientation while managing/reducing IT costs
- Versatile technologist who can collaborate and communicate with upper management and business teams while engaging the broader technology community (within and outside of the agency)
- Versatile technologist with deep experience in three technology disciplines: software engineering, data management and IT services/infrastructure
- Deep understanding of cloud architectures and patterns on Azure, AWS and/or Google
- Experience in IT skills assessment and training
- Experience in CRM/SharePoint implementations
- Experience with Business Intelligence tools including PowerBI, Tableau and Geographic systems software such as ArcGIS
- Relevant IT certifications such as CISSP, CompTIA Project+. PMP, ITIL Foundation, CSM, etc.

- Inspiring ability to motivate and unleash the creativity in others
- Experience with NYC government and/or- civil service

MINIMUM REQUIREMENTS:

Authorization to work in the United States is required for this position. **NYC Department of City Planning does not provide sponsorship for international employees.** Applicants are responsible for ensuring that they meet all minimum qualifying requirements for this position, at the time of application.

1. A master's degree in computer science from an accredited college or university and three (3) years of progressively more responsible, full-time, satisfactory experience in Information Technology (IT) including applications development, systems development, data communications and networking, database administration, data processing, or user services. At least eighteen (18) months of this experience must have been in an administrative, managerial or executive capacity in the areas of applications development, systems development, data communications and networking, database administration, data processing or in the supervision of staff performing these duties; or

2. A baccalaureate degree from an accredited college or university and four (4) years of progressively more responsible, full-time, satisfactory experience as described in "1" above; or

3. A four-year high school diploma or its educational equivalent, and six (6) years of progressively more responsible, full-time, satisfactory 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 and must possess at least three (3) years of experience as described in "1" above, including the eighteen (18) months of administrative, managerial, executive or supervisory experience as described in "1" above.

In the absence of a baccalaureate degree, undergraduate credits may be substituted for a maximum of two (2) years of the required experience in IT on the basis of 30 semester credits for six (6) months of the required experience. Graduate credits in computer science may be substituted for a maximum of one (1) year of the required experience in IT on the basis of 30 graduate semester credits in computer science for one (1) year of the required IT experience. However, undergraduate and/or graduate credits may not be substituted for the eighteen (18) months of experience in an administrative, managerial, executive, or supervisory capacity as described in "1" above.

TO APPLY: All applications must be submitted through the NYC Careers / ESS Website City Employees – Click [here](#) to apply directly

1. Log in to ESS.
2. Search for job ID number: **445091**
3. Click on the job business title: **Chief Information Officer**
4. Click on “Apply Now” at the bottom of the posting

Non-City Employees – Click [here](#) to apply directly, or visit: <https://www1.nyc.gov/jobs/> and follow the steps below:

1. Search for job ID number: **445091**
 2. Click on the job business title: **Chief Information Officer**
 3. Click on “Apply Now” at the bottom of the posting
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Only applicants under consideration will be contacted. Appointments are subject to Office of Management and Budget (OMB) approval.

PLEASE NOTE: New York City residency is generally required within 90 days of appointment. However, City Employees in specific titles who have worked for the City for two continuous years may also be eligible to reside in Nassau, Suffolk, Putnam, Westchester, Rockland, or Orange County. To determine if the residency requirement applies to you, please discuss it with a Human Capital representative.

THE DEPARTMENT OF CITY PLANNING IS AN EQUAL OPPORTUNITY EMPLOYER, AND A COPY OF THE EQUAL OPPORTUNITY PROGRAMS IS AVAILABLE IN THE HUMAN CAPITAL DIVISION. THE DEPARTMENT MAKES AVAILABLE ACCOMMODATIONS FOR DISABLED APPLICANTS.