

NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE – JVN 781-19-016

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| CIVIL SERVICE TITLE: IT Project Specialist | TITLE CODE NO.: 95710 |
| OFFICE TITLE: Chief Information Officer | SALARY: Commensurate with experience |
| DIVISION/WORK UNIT: Administration / Information Technology | WORK LOCATION: 33 Beaver Street, New York, NY 10004 |
| HOURS: 35 Hours Per Week | NUMBER OF POSITIONS: 1 |

JOB DESCRIPTION

The NYC Department of Probation (DOP) is a world leader in working creatively and effectively engaging with people under court-mandated community supervision. Through innovative partnerships with people and organizations throughout the New York City, DOP provides opportunities for those on probation to access services and opportunities that positively impact their life trajectory. Following the best current data on “what works,” staff at DOP engage in meaningful relationships with those on probation in an effort to enhance community safety and decrease recidivism.

The Chief Information Officer (CIO) under the direction of the Deputy Commissioner for Administration with wide latitude for the exercise of independent action and decision-making will direct project management, software development, and infrastructure and Information Technology systems. The CIO responsibilities will include, but not be limited to:

- Providing leadership, integrative management and direction for the Agency’s Information Technology unit and systems
- Coordinating and integrating the entire Agency’s IT matters
- Advancing the DOP IT strategic vision by developing short-term and long-term plans as well as identifying/recommending emerging IT solutions, business solutions and policies to the Department executive management to advance the agency’s mission
- Translating the IT strategic vision into an aggressive, but achievable implementation plan
- Fostering creativity, advancement of technical skills and a customer – driven environment amongst Information Technology staff aimed at better-serving DOP operations and client population
- Leading the process of determining priorities, projects, and future directions
- Overseeing the DOP IT budgeting process and provide cost and productivity analysis
- Evaluating overall operations of computing and IT functions and recommend enhancements
- Interacting with DOP management on operations impacted by the capture, storage, processing, and dissemination of information
- Recommending both in-house and vendor developed solutions as well as ensuring the maintenance and continued operation of existing and future IT systems, equipment, and infrastructure
- Serving as DOP senior representative on issues related to technological vision, policy and practice
- Representing DOP at meetings with key City government entities and at professional conferences to advocate for the Agency's Information Technology vision, strategy and plans
- Building and maintaining professional contacts with other City and State agencies, external research entities, Information Technology vendors, and professional organizations.
- Ensuring the security of the information systems, communication lines, and equipment
- Developing, reviewing, and certifying back up and disaster recovery procedures and plans

PREFERRED SKILLS:

- Senior information technology professional with over 10 years experience managing a staff of highly technical professionals in a technology environment.
- Extensive management experience building or directing new technology developments for large-scale applications and a proven ability in information systems and technology.
- Experience managing IT departments that support state of the art technology, including client/server and LANs running PC based applications. Proven success managing a diverse technical team of minicomputer, PC and support services (Quality Assurance, Help Desk; etc.) staff.
- Excellent communication skills, proven ability to attract and retain technical staff and to encourage staff development.
- Industry experience in a law enforcement-related organization.
- Experience in project management methodologies and tools.
- Demonstrated ability to conceptualize and implement multiple IT projects on schedule and within budget.
- Ability to communicate with and understand the needs of non-technical internal and external clients.
- Comprehension of business and technology trends; strong working knowledge of relevant computer applications.
- General knowledge of professional IT services vendors.
- Excellent written and verbal communication skills.
- Knowledge of and/or experience working with the following:
 - Data security
 - Windows Operating Environment
 - Windows Server, MS SharePoint, and MS SQL
 - ASP or .NET application development
 - Wireless/mobile, voice and data network technologies
 - Ability to organize and strategically plan resource utilization, and establish development priorities
- Skilled in budget preparation and fiscal management.
- Familiarity with New York City’s government structure and budget processes.
- Strong management, interpersonal, negotiating, leadership, and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.
- Ability to provide strategic guidance and counsel to program operating areas in the assessment and development of existing and / or proposed systems to support operations.
- Ability to develop requests for and evaluate proposals in reference to leading-edge information services technology.
- Ability to quickly learn, understand and adapt to the City’s various processes and policies which impact Information Technology environment and goals.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college in computer science, engineering, human computer interaction, interactive media, digital and graphics design, data visualization, communication or a related field, and four years of satisfactory full-time experience related to the area(s) required by the particular position and a specialization in a relevant technology, process, methodology and/or domain; or,
2. An associate degree from an accredited college in computer science, engineering, human computer interaction, interactive media, digital and graphics design, data visualization, communication or a related field, and six years of satisfactory fulltime experience related to the area(s) required by the particular position and a specialization in a relevant technology, process, methodology and/or domain; or,
3. A baccalaureate degree from an accredited college, and eight years of satisfactory full-time experience related to the area(s) required by the particular position and a specialization in a relevant technology, process, methodology and/or domain; or,
4. Education and/or experience which is equivalent.

Residency Requirement

New York City residency is not required for this position. However, you must reside in New York State.

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

TO APPLY, PLEASE SUBMIT RESUME, COVER LETTER

TO: External Applicants: <https://a127-jobs.nyc.gov/>

Internal Applicants: Employee Self Service (ESS)

SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

POST DATE: May 3, 2019

POST UNTIL: FILLED

JVN #: 781 19-016

THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER. REASONABLE ACCOMMODATION AVAILABLE UPON REQUEST