

**City of New York
CONSUMER AFFAIRS
Job Vacancy Notice**

Civil Service Title: COMPUTER SYSTEMS MANAGER	Level: M2
Title Code No: 10050	Salary: \$54,740.00/\$59,032.00*-\$110,000.00 <i>*minimum with two years of continuous city service</i>
Office Title: Executive Director / Deputy CIO	Work location: 42 Broadway, N.Y.
Division/Work Unit: Computer Services	Number of Positions: 1
Hours/Shift: 9:00 AM - 5:00 PM	

Job Description

This position reports to the Chief Information Officer (CIO).

The Deputy CIO is responsible for managing the operational aspects of the IT Services division. This position will oversee two functional units, which includes: IT Operations Unit which maintains network infrastructure, supports desktop applications, and manages helpdesk functions; and Database Applications which focuses on legacy application support and business intelligence tools.

This position is ideal for a hands-on manager ready to make transition into a departmental head.

Major responsibilities include management of desktop technologies; preparation and management of budgets; operational planning and service delivery; assist with the management of procurement and approval of all IT hardware and software; recruitment, placement and training of personnel; assessing and presenting complex technical issues and decisions. **The Deputy will also demonstrate continuous efforts to improve operations, decrease turnaround times, streamline work processes, and work both independently and cooperatively to provide quality service.**

Additional Responsibilities:

- Ensure proper design, implement, and manage relational databases at an enterprise level
- Vendor Management and Contract Management
- Enterprise Reporting: Manage the Agency's enterprise reporting program

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.

Essential Skills

This position requires knowledge of information technology fundamentals acquired through both, formal education and on-the-job application. The position also requires knowledge of industry practices and technical systems and an understanding of the potential use of technology solutions in a business environment.

In addition:

-Demonstrated experience rising through the ranks of an IT Organization: Help Desk, Infrastructure and Application Support.

-5years experience managing technical staff, 2 years in a database development environment

-Experience building business-critical information systems: Prior experience working as part of an application development team, developing and maintaining code, with a strong understanding of SDLC principles

Experience in developing relational database applications.

Microsoft SQL Server (preferred) experience, or other relational database platform.

Design and implementation experience in business solutions that are well structured, documented, and architected

General Competencies:

-Ability to negotiate and resolve sensitive controversial business or political issues.

-Managerial skills to work with a wide-range of employees and supervisors.

-Knowledge of governmental and organizational theory.

-Strong influence and communication skills to interact with a full-spectrum of stakeholders

-Strategic budgeting skills

-Knowledge and ability to apply industry accepted best practices to the division.

-Ability to build consensus among a group of varying and sometimes competing stakeholders.

-A broad base of knowledge in various disciplines of information technology, especially with database architecture and best practices. Previous hands on experience as a data base administrator. The ideal candidate will oversee the planning, installation, configuration, maintenance and production monitoring of database instances and associated software tools (Cognos Reporting). The individual will also provide assistance and consultation to other infrastructure staff.

Technical Proficiencies

Object oriented software development

Microsoft SQL Server 2000-2008 or equivalent database platform.

Microsoft .NET Framework is a plus

IBM/Cognos

To Apply:

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO: Jobs@dca.nyc.gov
(Must e-mail as MS Word only)

OR

Mail to: Human Resources Division
JVN # 866-12-94503
New York City Department of Consumer Affairs
42 Broadway, 8th Floor
New York, NY 10004

***INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED.
NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.
NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.***

Post Date: 09/29/2011

Post Until: Filled

JVN: 866-12-94503

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