

**City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice**

Civil Service Title: Computer Systems Manager	Level: M-IV
Title Code No: 10050	Salary: \$160,000-\$175,000 Frequency: ANNUAL
Business Title: Associate Commissioner, IT Strategic Planning, Governance & Finance	Work Location: 75-20 Astoria Boulevard, East Elmhurst, New York 11370
Division/Work Unit: Information Technology	Number of Positions: 1
Job ID: 223904	Hours/Shift: Day Tour

Job Description

The Department of Correction seeks to recruit an Associate Commissioner for IT Strategic Planning, Governance & Finance within the Information Technology Division. Under executive direction and with latitude to exercise independent judgment, The incumbent will be responsible for assisting the Chief Information Officer/Deputy Commissioner of IT with developing, implementing, reviewing, and improving IT policies, procedures, processes, programs and practices. The successful candidate will also be responsible for formulating and executing processes and programs which enhance the overall effectiveness of IT systems; proactively seek methods to improve the human resources and other management processes; understand business processes, issues and problems; recommend appropriate IT solutions to resolve issues; serve as a change agent and driver for continuous improvement in the IT/business partnership; foster business relationships with existing partners and potential stakeholders, IT executives, and vendors; develop relationships that promote trust; increase departmental efficiency and effectiveness through improved IT solutions; ensure alignment among business units with departmental business strategies and objectives; utilize enterprise and industry market trends, dashboards, and benchmarking to drive change and implement continuous improvement; remain abreast of industry trends, technology, and IT business improvement and incorporate into the IT planning process; partner with IT stakeholders to develop and evaluate IT investment decisions; provide feedback, recommendations and guidance as necessary; establish processes and tools to track progress and IT performance; conduct periodic reviews to determine IT investments; review and assess high volume, complex, and diverse procurement submissions including pre-solicitation reviews and contract awards; determine recommendations for approval and follow-up actions; maintain appropriate records and reports on project status and actions implemented; perform related duties as assigned.

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.

Preferred Skills

The successful candidate should possess professional experience managing a large scale IT operation or division; Knowledge of strategic planning, project management, strategy development and implementation; Knowledge and expertise in state-of-the-art IT networking, telecommunications, operations, and data systems; Knowledge of the capabilities of varied telecommunications components and systems and the standards against which specifications and operations are measured; Considerable knowledge of acceptable city purchasing procedures; Substantial skill in analyzing and forming sound opinions from proposals made from various competing vendors; Ability to communicate complex and technical matters succinctly, both verbal and written; excellent analytical, organization, presentation, facilitation skills; Ability to plan and direct large-scale technological implementation projects; Ability to develop, design and implement long range plans, goals and objectives; and the ability to handle multiple tasks under tight deadlines.

Residency Requirement

New York City residency is generally required within 90 days of appointment. However, City Employees in certain titles who have worked for the City for 2 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 with the agency representative at the time of interview.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for Job ID# 223904

For all other applicants: Go to www.nyc.gov/careers/search and search for Job ID#223904

Submission of a resume is not a guarantee that you will receive an interview.

Only those candidates under consideration will be contacted.

Posting Date: 11/24/2015	Post Until: 12/19/2015
--------------------------	------------------------

The City of New York and The Department of Correction are Equal Opportunity Employers.