

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

Civil Service Title: Administrative Staff Analyst (NM)	Level: 02
Title Code No: 1002A	Salary: \$80,000-\$100,000 Frequency: ANNUAL
Business Title: Director, Project Management Office	Work location: 75-20 Astoria Blvd., East Elmhurst, NY 11370
Division/Work Unit: Office of the Commissioner	Number of Positions: 1
Job ID: 200968	Hours/Shift: Day Tour

Job Description

The New York City Department of Correction has a unique career opportunity for experienced Director of the Project Management Office (PMO). Under the leadership of the Assistant Commissioner for Strategic Planning, the PMO Director oversees the Program Management Office (PMO) to ensure the programs and projects meet organization goals and requirements of the 14 point anti-violence reform agenda. He/she develops and implements PMO processes and policies, directs project management staff, and works with other department leaders to define, prioritize, and develop projects and programs. The director of the project management office (PMO) is also responsible for the overall project management function, providing leadership, coordination and management of PMO processes and functions. This position supervises the team that provides project management to the Department.

The Project Management Office was established to oversee priority initiatives to support the Commissioner's reform agenda, track strategic initiatives and measure performance for greater progress and accountability. Under executive direction, with latitude to exercise independent judgment and initiative, the Director of the PMO will lend their expertise to drive impact on multiple and diverse projects; advise on critical initiatives to improve efficiency and service delivery for key departmental services; manage projects; liaise between departmental leadership and initiative owners to ensure program objectives are achieved; critically assess project plans, resources, milestones, key performance indicators (KPIs), and internal governance structure to ensure programs are feasible; coach and train initiative owners to develop project plans and any other project management tools and techniques; track program processes and outcomes (e.g., KPIs); proactively problem solve and/or escalate program issues to fast-track resolutions; work with department leaders to draw critical links between agencies to maximize program impact; develop insights for senior leadership on program progress; orchestrate cross-agency communication and stakeholder meetings; use internal proprietary online tools to track and analyze progress of programs across the delivery system; perform special projects and related duties as assigned.

Qualification Requirements

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in 1 above, including the 18 months of executive, managerial, administrative or supervisory experience as described in 1 above.

Preferred Skills

Advanced proficiency with Project Management tools, MS Project and Microsoft Office Suite (PowerPoint, Word, Excel, Outlook, Access etc.); Excellent writing, communication, inter-personal, quantitative, analytical, research, problem-solving, and organizational skills; Demonstrated ability to initiate and manage complex and interdisciplinary projects; think creatively, embrace new approaches; prepare and deliver informative and well-organized presentations; 5-10 years professional experience in project management, urban issues and facilitating groups is a plus; Ability to maintain a high level of confidentiality on all matters.

Residency Requirements

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#:200968.

For all other applicants: Go to www.nyc.gov/careers and search for Job ID#: 200968

Submission of a resume is not a guarantee that you will receive an interview.
Only candidates under consideration will be contacted.

Post Date: 07/20/2015

Post Until: 08/07/15