

City of New York
DEPARTMENT OF CORRECTION
Job Posting Notice

Civil Service Title: Computer System Manager	Level: N/A
Title Code No: 10050	Salary: \$75,000-\$100,000 Frequency: ANNUAL
Business Title: ITD Warehouse Manager	Work Location: Hazen Street (Rikers Island) East Elmhurst, New York 11370
Division/Work Unit: Information Technology	Number of Positions: 1
Job ID: 220740	Hours/Shift: Day Tour

Job Description

The New York City Department of Corrections (DOC) is one of the largest municipal jail systems in the United States. It provides for the care, custody, and control of persons accused of crimes or convicted and sentenced to one-year or less of jail time. The DOC operates 15 inmate facilities, ten of which are located on Rikers Island. In addition, the department operates two hospital prison wards (Bellevue and Elmhurst hospitals) and court holding facilities in Criminal, Supreme, and Family Court in each borough. Under the supervision of the Executive Director of Infrastructure and Operations and latitude for independent judgement, the ITD Warehouse Manager will be responsible for the following:

- Oversees the daily operations of receiving, stocking and distribution of various IT related items such as PC's, printers, monitors, phones, fax machines, toner, cable supplies and connectors.
- Maintains accurate inventory reports so that data is readily available to senior staff.
- Assists in re-ordering supplies and ensures all incoming items are received in working order.
- Ensures that all items are properly accounted for and labeled with the appropriate asset tags.
- Other 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 which is 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.

Preferred Skills

- A minimum of 3-5 years of professional experience in a warehouse manager role.
- Ability to lift heavy equipment and supplies of weight 50lbs.
- Experience with domestic shipment via LTL and small parcel carriers such as UPS & FedEx.
- Strong verbal and written communication skills, analytical, problem-solving, and presentation skills.
- Ability to work independently and function as a member of a project team.
- Ability to drive a large van/truck for in-house deliveries and pick-ups.

Residency Requirement

New York City Residency is not required for this position.

To Apply

For City employees: Go to Employee Self-Service (ESS) - www.nyc.gov/ess and search for **Job ID# 220740**
For all other applicants: Go to www.nyc.gov/careers and search for **Job ID# 220740**

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

Posting Date: 10/28/15

Post Until: November 11/13/15

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