

JOB VACANCY NOTICE

CIVIL SERVICE TITLE: Computer Systems Manager-M2	TITLE CODE NO: 10050-M2
OFFICE TITLE: Senior Director, for IT Security and Policy	SALARY: \$54,740 to \$115,000 (annual)
DIVISION/WORK UNIT: Information Technology	WORK LOCATION: 2 Lafayette Street, New York, New York
HOURS: 35 Hours Per Week (minimum)	NUMBER OF POSITIONS: 1

JOB DESCRIPTION:

The New York City Department of Youth and Community Development (DYCD) provides youth and community services through contracts with Community-Based Organizations throughout New York City. DYCD's central task is administering available city, state, and federal funds to a wide range of innovative, practical and quality programs that positively impact youth and their communities.

- Develop and monitor a strategic IT Security/Risk Management program which ensures the integrity, availability and confidentiality of Agency data.
- Develop and implement security assessments for all existing Agency data sets and IT systems/applications, identify and mitigate areas of vulnerability.
- Work with development team to incorporate mandatory security check-points into SDLC; test all Agency applications prior to deployment.
- Develop controls to properly protect sensitive data at rest and in transit; provide appropriate encryption methods to Agency staff and train staff on usage.
- Develop IT Security compliance policies that are consistent with other Agency organizational policies and standards; proactively work with Agency Offices/Bureaus to disseminate policies, and implement controls to ensure compliance,
- Develop and implement a Security Awareness program which trains/educates Agency staff on best security practices and applicable Agency security polices/procedures.
Develop and implement and Incident Management system, where all security-related events are tracked and logged for appropriate follow-up.
- Develop and implement an E-Discovery/Litigation Support program by effectively identifying and classifying all available Agency data and proactively performing data collection for Agency legal matters. Perform other IT forensic investigative projects as needed.

PREFERRED SKILLS:

Experience with security administration across multiple operating systems and especially Windows, Exchange, Cisco and SQL environments. Candidates must be highly analytical and effectively able to troubleshoot and prioritize needs, requirements and other issues. Aside from technical skills, prospective candidates should have excellent communications, teamwork, leadership and conflict management skills. Because of the constant developing nature of information systems and cyber-attacks, candidate must be committed to continuous learning and system development. Experience of working collaboratively with multidisciplinary cross-functional teams with a focus on delivery. Experience working with a shared services provider and operating environment .Experience in partnering with 3rd party application providers/vendors

MINIMUM QUALIFICATIONS:

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.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL
NEW YORK CITY RESIDENCY IS REQUIRED WITHIN 90 DAYS OF APPOINTMENT
Candidates with two (2) years of City service may reside in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties.**

To APPLY:

Search for the Job ID 177075

External Candidates please go to www.nyc.gov/careers

Current NYC employees please go to www.nyc.gov/ess

ALL APPLICATIONS MUST BE SUBMITTED VIA THE ONLINE PORTALS MENTIONED ABOVE. SUBMISSION OF AN APPLICATION DOES NOT GUARANTEE AN INTERVIEW. ONLY CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

If you do not have access to a personal computer, please visit your local library

POST DATE: 12/4/2014

POST UNTIL: FILLED

JOB ID: 177075

The City of New York and the Department of Youth & Community Development is an Equal Opportunity Employer.