



## NEW YORK CITY FIRE DEPARTMENT JOB VACANCY NOTICE

<b>CIVIL SERVICE TITLE</b> <p style="text-align: center;">Computer Systems Manager M-I</p>	<b>Title Code #</b> <p style="text-align: center;">10050</p>
<b>OFFICE TITLE</b> <p style="text-align: center;">Deputy Project Manager</p>	<b>SALARY</b> \$51,757-Minimum salary for full-time employees with less than 2 years of City Service \$55,815-Minimum salary for full-time employees with more than 2 years of City Service
<b>BUREAU/DIVISION/UNIT</b> Technology Development & Systems/CAD Programming & Operations	<b>LOCATION</b> 9 MetroTech Center, Brooklyn, New York

**JOB DESCRIPTION**

FDNY operates two Computer Aided Dispatch systems and is implementing a new, combined one to replace them. Reporting to the Director of Computer Aided Dispatch, the selected candidate should have the ability to use independent judgment, decisiveness, and critical thinking while working under pressure. She/he will support tasks by developing work plans and timelines for high-priority and cross-bureau projects, including performance metrics; implement and manage project milestones; present updates to senior staff as necessary; collaborate closely with the business owners/stakeholders and technical teams to identify and document detailed requirements; review and approve the work of staff, consultants and contractors; prepare estimates and specifications; ensure projects are completed on time and within budget; produce weekly status reports, risks log, issues logs and other project deliverables; manage projects throughout their entire assessment and development lifecycles; provide direction for project teams and monitor the progress of deliverables and tasks; work closely with executive level leadership, as well as internal and external stakeholders; provide oversight and management of blended teams of independent IT consultants and staff; manage vendor relationships; ensure that project resources are used effectively; and develop training plans and future support needs.

**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.

**PREFERRED SKILLS:**

Four years working in project management  
Proficiency in MS Project WBS creation and management, PowerPoint, Excel, Word, Visio  
Excellent communication, Time management, and process management skills  
Prior experience managing technology projects.  
Public Safety projects is a plus.  
Experience in vendor and stakeholder relationship management

**NOTE:** New York City residency is 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. Please note that only candidates considered for an interview will be contacted.

**TO APPLY:**

NON-CITY EMPLOYEES/EXTERNAL CANDIDATES PLEASE GO TO [WWW.NYC.GOV/JOBS](http://WWW.NYC.GOV/JOBS).

CITY EMPLOYEES MUST APPLY VIA EMPLOYEE SELF SERVICE (NYC.GOV/ESS). REFER TO JOB ID # 191758 .

**DATED:** May 1, 2015

**\*POST UNTIL\*:** Until Filled

*"FDNY is ranked as the top place to work among gov't agencies; and 17<sup>th</sup> overall among 500 employers among large U.S. companies, nonprofits, gov't agencies, and U.S. divisions of multi-national."*

*-Forbes magazine, on "America's Best Employers 2015"*

The Fire Department is an Equal Opportunity Employer.