

**NYC POLICE PENSION FUND
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Computer Operations Manager Level: M-1
Title Code No.: 10074 Salary: \$45,758 - 125,923
Office Title: M.A.P Analyst New Hire Minimum \$45,758
Division/Work Unit: Management, Analysis and Planning (M.A.P.) Number of Positions 1
Work Location: 233 Broadway, 25th Floor, New York City

JOB DESCRIPTION:

Under general supervision of the Director of M.A.P., this position will encompass highly technical and project management responsibilities relating to developing, monitoring, and reporting on Pension Fund quality assurance activities; will also be responsible for reviewing and auditing of computer system data accuracy and coordination of activities with other agency units. Supervisory duties include the scheduling of work and personnel utilizing managerial techniques and knowledge of database systems; setting standards and establishing business procedures; planning, organizing, controlling and formulating overall agency policies.

QUALIFICATION REQUIREMENT:

1. Six (6) years of progressively responsible full-time paid experience supervising or administering computer operations involving a large-scale third generation computer at least 18 months of which shall have been in a managerial capacity
 2. Education at an accredited college or university may be substituted for the general experience described above (but not for the eighteen (18) months of managerial experience described above) at the rate on one (1) year of college for six (6) months of experience up to a maximum of four (4) years college for two (2) years of experience. In addition, a Master of Business Administration, Master of Public Administration or any other Master's Degree in Management of Administration may be substituted for an additional year of the general work experience. However, all candidates must possess the eighteen (18) months of administrative or managerial experience described above.
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PREFERRED SKILLS:

- Audit experience: data quality, accounting and risk assessment experience
 - Oracle DB / Crystal Reports: SQL and data reporting experience
 - Expertise in Microsoft Office: Excel and Access a must, MS Project preferred
 - Formal report creation and presentation skills
 - Good communication skills
 - Previous systems consulting experience a plus
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TO APPLY, PLEASE SUBMIT TWO COPIES OF YOUR RESUME TO:

NAME: Ellen J. Murphy
TITLE: Director of Human Resources
ADDRESS: 233 Broadway, 25th Floor
New York, NY 10279

PLEASE INDICATE WHICH JVN # YOU ARE RESPONDING TO.

POST DATE: 07/23/08	UNTIL: 08/06/08	JVN: 256-09-001C
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The City is an Equal Employment Opportunity Employer
Special accommodations will be provided for disabled applicants.