

City of New York
DEPT OF RECORDS & INFO SERVICE
Job Posting Notice

Civil Service Title: COMPUTER SYSTEMS MANAGER	Level: M1
Title Code No: 10050	Salary: \$49,492.00/\$53,373.00-\$136,198.00 Frequency: ANNUAL
Business Title: Senior IT Project Manager	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 179618	Hours/Shift: Day - Due to the necessary technical management support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

Job Description

This role will manage a variety of projects encompassing application development, COTS implementations, and infrastructure-related work. DORIS is looking for a Senior Project Manager with proven experience in both agile and waterfall methodologies and who has experience in the role of Scrum-Master.

The Senior Project Manager should have experience managing web application development projects and be familiar with cloud-based applications, services, deployments and management. Knowledge of Python, PHP, MySQL/Postgres, HTML, CSS, and Javascript is a plus.

The Senior Project Manager will generally be responsible for the following:

- Determine the project approach, resource requirements, team roles and responsibilities, and schedule;
- Develop and/or review estimates and assumptions for the projects schedule, effort, and cost using established estimating models, best practices, and past experience;
- Create and manage project, risk mitigation, and communication plans;
- Create project charter and scope statements, weekly status reports, risk and issues log , and other project deliverables as assigned;
- Manage projects throughout the entire software development lifecycle, providing direction for project teams and monitoring the progress of deliverables and tasks, i.e. the schedule;
- Plan, track, communicate with, and drive infrastructure solution, build and support resources if required on related environment builds;
- Work closely with executive level leadership;
- Provide oversight and management of blended teams of independent Information Technology Contract Service consultants and staff from a functional matrix organization;
- Manage vendor relationships for Systems Integrator, Security, Quality Control, and similar engagements, including participating in the creation of RFPs, review/selection of vendors, etc.
- Ensure that staff and consultants are adhering to the published PMO methodology and templates and development standards defined for the PMO.
- Engage in PMO-related functions including monitoring budget burn and ensuring that established communication plans, risk management, and similar processes are adhered to;
- Define team member roles and expectations;
- Ensure that project resources are used effectively;
- Participate in the review of project artifacts including technical requirements, user experience design, architecture, testing and implementation documentation;
- Develop future support needs and work with the appropriate management staff to articulate and request these resources;
- Report to senior management within DORIS, project stakeholder agencies and City Hall (where appropriate) on project status;
- Other activities related to project management as assigned;
- Work directly with senior management and project stakeholders to understand business goals and ensure that those goals are communicated, managed to and achieved;

- Help translate high-level business goals into functional and technical objectives and requirements;
- Act as the liaison between the technology teams, the agencies and the business owner;
- Manage all legal, policy and technical tasks associated with using Open Source software.

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 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.

Qualification Requirements (continued)

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.

Essential Skills

The preferred candidate should possess the following: 4+ years of experience managing web based application projects (end-to-end); have experience managing the implementation of Open Source tools; strong knowledge of Waterfall (3+ years) and/or Agile (3+ years); 2+ years of experience in Vendor management, WBS creation; common Agile deliverables and practices; project and resource planning; proficiency in Microsoft Project, Agile oriented tracking tools/methods, and other project management software required; proficiency in PowerPoint and Excel required; strong familiarity with Business Analysis role in creating requirements, use cases, functional specifications preferred; Strong demonstration of negotiation and conflict management skills; Knowledge of responsive design, user experience design, data modeling, software integration, and/or software as a service (SaaS), is a plus; Behavioral competencies that demonstrate leadership, self-awareness, adaptability, ability to be a systems thinker, attention to quality, and relationship and team building are very important; Ability to interact effectively with line staff, project managers, and functional managers; Strong and articulate verbal and written communication skills; Ability to interface with executive level management and give senior level presentations is a must; Experience with N-tier architecture for web based applications and the build out of the infrastructure to host it is strongly preferred; PMP or Scrum Master certification is preferred. Experience working with City of New York agencies is a plus.

Residency Requirement

New York City Residency is not required for this position

To Apply

Search for the Job ID # 179618

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

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

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

Posting Date: 1/2/2015

Post Until: Until Filled

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