



**CITYWIDE JOB VACANCY NOTICE**

The New York City Administration for Children's Services protects New York City's children from abuse and neglect. Along with our community partners, Children's Services provides neighborhood-based services to help ensure children grow up in safe, permanent homes with strong families.

**CIVIL SERVICE TITLE:** Administrative Staff Analyst **LEVEL:** NM

**TITLE CODE NO:** 1002A **SALARY RANGE:** \$49,510 - \$75,000

**FUNCTIONAL TITLE:** Deputy Director, MIS Administration **NON-CITY MINIMUM:** \$49,510

**DIVISION/WORK UNIT:** Administration/Management Information Systems (MIS) **CITY MINIMUM\*:** \$56,937

**WORK LOCATION:** 150 William Street, Manhattan **NUMBER OF POSITIONS:** 1

\* Current City Employees with two (2) or more years of continuous City service are eligible for the City Minimum rate.

**JOB DESCRIPTION:**

Reporting to the Director of MIS Administration, with latitude for independent initiative, judgment and decision-making, the Deputy Director of MIS Administration will assist in the coordination of all planning aspects of the Office of Management Information Systems and its annual \$7+ million expense budget as well as its \$10+ million capital budget. The role permits significant latitude as an information technology (IT) generalist, but previous IT experience is required. The role will involve regular interaction with various departments throughout ACS, with particular emphasis on the Division of Financial Services, office of the Agency Chief Contracting Officer and the office of Administrative Services. Specific focus areas will include program areas like Adoption Subsidy and ACS' Close to Home initiative with their need for content management systems (CMS). Support for these programs and their IT needs will be a key aspect of the position.

Heavy interaction with local and national IT vendor community requires a candidate that can efficiently handle extensive research needs and provide recommendations to impacted program areas. The workload is highly process-driven requiring the candidate to be extremely detailed oriented. Large scale procurements are effectively projects in their own right.

The Deputy Director's responsibilities will include:

- Initiation and review of MIS related procurements related to hardware and software
- Management of MIS expense and capital budgets
- Monitor, analyze, and report on expenditures, variances and trends of the office's contracts and interagency agreements.
- Write capital budget funding proposals
- Establishment of contracts for professional services
- Coordination of CUNY Professional Internship program
- Supervision of MIS administrative staff
- Preparation of MIS budget documentation for review by the Director and presentation to the Chief Information Officer as well as Assistant Commissioner of IT Architecture and Network Management
- Extensive interaction with IT vendor community

**PREFERRED SKILLS:**

The preferred candidate should possess no less than six years' experience in a formal IT organization and preferably more. The candidate should possess exceptional communication skills, both verbal and written and should be comfortable with conversing on a wide variety of technology topics. Familiarity with Content Management Systems and Case Management Systems such as IBM's Case Manager is preferred. Excellent computer and negotiation skills are expected. Familiarity with the NYC Financial Management System (FMS) is preferred, but not required. Knowledge of existing NYC procurement rules and regulations as well as NYS Office of General Services contracts is also preferred.

**QUALIFICATION REQUIREMENTS:**

1. A master's degree from an accredited college in economics, finance, accounting, business or public administration, human resources management, management science, operations research, organizational behavior, industrial psychology, statistics, personnel administration, labor relations, psychology, sociology, human resources development, political science, urban studies or a closely related field, and two years of satisfactory full-time professional experience in one or a combination of the following: working with the budget of a large public or private concern in budget administration, accounting, economic or financial administration, or fiscal or economic research; in management or methods analysis, operations research, organizational research or program evaluation; in personnel or public administration, recruitment, position classification, personnel relations, employee benefits, staff development, employment program planning/administration, labor market research, economic planning, social services program planning/evaluation, or fiscal management; or in a related area. 18 months of this experience must have been in an executive, managerial, administrative or supervisory capacity. Supervision must have included supervising staff performing professional work in the areas described above; or
2. A baccalaureate degree from an accredited college and four years of professional experience in the areas described in "1" above, including the 18 months of executive, managerial, administrative or supervisory experience, as described in "1" above.

**ADDITIONAL REQUIREMENTS:**

Section 424-A of the New York Social Services Law requires an authorized agency to inquire whether a candidate for employment with child-caring responsibilities has been the subject of a child abuse and maltreatment report.

**New York City residency required within 90 days of appointment.**

*To apply for this assignment, please submit your cover letter/resume electronically using one of the following methods:*

**ADMINISTRATION FOR CHILDREN'S SERVICES EMPLOYEES: Visit the ACS Intranet and select the 'Jobs' icon.**

**ALL OTHER APPLICANTS: Visit the [www.nyc.gov/acs](http://www.nyc.gov/acs) internet page and select the 'Work at ACS' link.**

*Your resume may be considered for additional assignments for which you are qualified. Only applicants scheduled for interviews will be contacted.*

*Submission of application is not a guarantee that you will receive an interview.*

<b>POST DATE:</b> 5/ 22 /12	<b>POST UNTIL:</b> 6 / 5 / 12	<b>JVN:</b> 067-12-10825C
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*Note: All resumes must be received no later than the last day of the posting period.*

Michael R. Bloomberg  
Mayor

Ronald E. Richter  
Commissioner

*The City of New York and the Administration for Children's Services are Equal Opportunity Employers **Committed to Diversity***