



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: Computer Specialist (Software)

LEVEL: 2

TITLE CODE NO: 13632

SALARY RANGE: \$71,982 - \$92,738

FUNCTIONAL TITLE: ACS Info Project Manager

NON-CITY MINIMUM: \$71,982

CITY MINIMUM*: \$82,779

DIVISION/WORK UNIT: Administration / Management Information Systems (MIS)

NUMBER OF POSITIONS: 1

WORK LOCATION: 150 William Street, Manhattan

* 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 Project Management Office (PMO) within MIS, with latitude for independent initiative and judgment, the successful candidate will function as the ACS INFO Data Warehouse Project Manager. The candidate will provide overall ACS INFO technical design and direction to the implementation team. S/he will help establish business and technical specifications for the ACS INFO data warehouse and reporting system, oversee and advise on creation of the architecture design, work to provide logical and physical models of data warehouse marts, and any supporting staging and integration layers. Additionally, the candidate will be responsible for supporting the system through the entire development, implementation and maintenance process.

The candidate will be responsible for overseeing/delivering the following:

- Responsible for the direction and output of the ACS INFO *system/project* implementation team
- Manage the overall scoping, planning, execution, and on-time delivery of the ACS INFO project deliverables
- Work with project team (consultant and in-house resources) to create and maintain project plan and schedule, project timelines, budget and forecast document, project and technical issue and risk identification and resolution, develop launch/release plans
- Assess the impact of any change requests that may affect the schedule or the budget, update the project baseline, including but not limited to, requirements, design, implementation, or infrastructure that may affect the ACS INFO project and system
- Ensure that industry and ACS information technology standards and best practices are followed
- Coordinate and facilitate meetings with the PM/QA team, Implementation team, IT and Network Infrastructure team, Systems Development group, Systems Maintenance group, User community, The NY State suppliers of data feeds, The Data Governance Working group
- Coordinate with the Systems Maintenance Group and the IT and Network Infrastructure team to ensure that sufficient infrastructure resources are supplied and planned for the project
- Coordinate the scheduling and transition of all software and database objects from design to test and from test to production
- Coordinate and facilitating the resourcing of staff, workstations, and the required software for design, development and test.
- Coordinate user acceptance and sign-off on all project deliverables
- Coordinate, schedule, and oversee the design reviews for Architecture design, ODI design, and OBIEE design
- Report to management on overall project schedule, milestones, risks and issues
- Technical transition plan to operations
- Coordinate, schedule, and oversee of Unit, System, and User acceptance tests
- Coordinate the participation of all the appropriate groups in the test conduct and test results reviews.
- Inputs to training plan and content

PREFERRED SKILLS:

The preferred candidate will possess at least 8 years of project management experience; at least 6 years managing the full life-cycle implementation of data warehouse implementations; at least 5 years managing the design, implementation, and test of data warehouse and reporting systems; at least 5 years of experience using Oracle, ODS, and OBIEE; demonstrated ability to lead technical data warehouse and reporting teams and providing technical direction. Experience and ability to interpret and translate PL/SQL ELT logic to ODS; expert in using and applying Microsoft Project; expert in using and applying the Microsoft Office suite; excellent communications capability demonstrated ability to meet and deliver on deadlines and work well under pressure. Follow guidelines and standards as set forth by ACS and MIS.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications; or
2. A four-year high school diploma or its educational equivalent and five years of satisfactory full-time computer software experience as described in "1" above, or
3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that 60 semester credits from an accredited college is equated to one year of experience. In addition, 24 Semester credits from an accredited college or graduate school in computer science or a related field, or a certificate of at least 625 hours in computer programming from an accredited technical school (post high school), may be substituted for one year of experience. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time 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.

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 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.

POST DATE: 12 / 21 / 12

POST UNTIL: 1/ 4 / 13

JVN: 067-13-10967C

***Job Vacancy Notice reissued and reposted. Previous applicants do not need to reapply.**

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***