

**City of New York**  
**Department of Information Technology and Telecommunications**  
**Job Posting Notice**

<b>Civil Service Title:</b> Computer Systems Manager	<b>Level:</b> M2
<b>Title Code No:</b> 10050	<b>Salary:</b> \$54,740/\$59,032-\$130,000
<b>Business Title:</b> ECTP Senior Project Manager	<b>Work Location:</b> Brooklyn, NY
<b>Division/Work Unit:</b> Enhanced Communication Transformation Program	<b>Number of Positions:</b> 2
<b>Job ID:</b> 110723	<b>Hours/Shift:</b> Day - Due to the necessary technical management duties of this position in a 24/7 operation, candidate may be required to be on call and/or work various shifts such as weekends and/or evenings.

**Job Description**

DoITT is responsible for modernizing, unlocking, and innovating to improve IT infrastructure and service delivery in New York City government. Modernizing by implementing state-of-the-art information technology to improve services to New Yorkers. Unlocking by making government more transparent and accountable to New Yorkers. Innovating by employing cutting-edge tools, methods, and relationships to empower New Yorkers. The successful candidate will serve as an ECTP Senior Project Manager reporting to the Enhanced Communication Transformation Program division.

The successful candidate serve as a Senior Project Manager for the Enhanced Communication Transformation Program (ECTP) and will play a pivotal senior level role in ensuring that ECTP projects are delivered on time, within budget, meet the agency requirements and overall objectives of the program. Responsibilities will include: Provide senior level management support by overseeing project planning, project execution, vendor management, business analysis, and stakeholder relationship management for assigned projects as well as overseeing and guiding projects handled by the program's Project Managers; lead project teams to successfully deliver their projects; provide senior level analyses and project recommendations to executive management; manage the communications of the technical merits of next-generation technology with architects and engineers; manage special technology projects and initiatives as assigned. The position's responsibilities include commitment to and compliance with the City's EEO policy.

**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.

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**

The preferred candidate should possess the following: 8+ years of working experience in project management, preferably PMI Certified Project Management Professional; excel in vendor and stakeholder relationship management; experience in implementing large scale, complex technology projects in the government and/or private sector; well-versed in preparing/presenting executive-level presentations, as well regular reports on project status including risks, issues, schedule, financial, key decisions, etc.; Excellent communication, time management, and process management skills; prior experience in 9-1-1 Fire or Police call taking or dispatch operation and/or with related technologies (e.g., Radio, E911 Telephony, Computer Aided Dispatch Systems, etc.); experience managing projects that follow the iterative and incremental delivery style.

**To Apply**

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #110723  
For all other applicants, please go to [www.nyc.gov/careers](http://www.nyc.gov/careers) and search for Job ID #110723

-or-

If you do not have access to a computer, please mail resume indicating Job ID # to:  
Department of Information Technology and Telecommunications (DoITT)  
Recruitment Office - 255 Greenwich Street - 9th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW  
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

**Posting Date:** September 14, 2012

**Post Until:** Filled