

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

Civil Service Title: Computer Systems Manager	Level: M-2
Title Code No: 10050	Salary: \$54,740/\$59,032 - \$125,000
Office Title: IT Policy Advisor	Work location: New York, NY
Division/Work Unit: Policy, Planning and Communications	Number of Positions: 1
Hours/Shift: Day - Due to the necessary technical management duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evenings.	Agency Tracking #: 3000

Job Description

The successful candidate will serve as an IT Policy Advisor reporting to the Policy, Planning and Communications Division. The candidate will provide project management and technical assistance for planning, coordinating and implementing inter-sector, and both inter- and intra-agency specific technology projects. The IT Policy Advisor should demonstrate success in delivering solutions targeted to business owner expectations both technical and non-technical in nature. Projects may include: identifying and evaluating best practices and strategic planning objectives; overseeing the coordination and execution of technology related communications programs, including, but not limited to social media; press inquiries, overseeing the coordination of IT conferences; managing and executing an IT Fellows program; developing philanthropic relationships and programmatic implementation; and advancing relationships with academic institutions.

Responsibilities will include: Manage IT projects; oversee work products, and ensure efficient progress on implementation; coordinate and schedule governance activities around strategic and policy board activity; ensure that IT policies are communicated and adhered to; work with project teams to develop technology project plans, efforts and activities; oversee the tracking of progress and deliverables; manage work done by internal and external business partners; oversee the creation of Gantt charts, PowerPoint presentations, spreadsheets and other appropriate tools; manage operational aspects of technology projects, which includes identifying, tracking and assigning resources; oversee quantitative and qualitative assessment of potential technology initiatives, including an evaluation of technology best practices from around the world; make recommendations to the Commissioner; oversee the generation of project-related documents including IT requirement specifications, contracts, schedules, project plans, presentations, meeting agendas, minutes and status reports; facilitate team and stakeholder meetings and appropriately communicate pertinent and sensitive information to stakeholders; leverage existing and form new communities of interest to further the City's technology outreach to the public and enhance IT professional development opportunities for City employees; prepare senior level technical reports for executive management; and manage special technology projects as assigned.

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, or 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, database administration, or planning of data processing or in the supervision of staff performing these duties, -OR-
2. A Bachelor's 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. Education and experience equivalent to 1, 2 or 3 above. However, all candidates must have at least a high school diploma or its equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years 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.

Essential Skills

The preferred candidate should possess the following: A Master's and/or Bachelor's degree in a related field; a proven record of initiating and managing complex, interdisciplinary projects involving multiple constituents; ability to oversee and improve the operational efficiency of complicated organizations; ability to think creatively, embrace new approaches and pioneer innovative solutions to intricate problems; ability to create and implement a structure for project documentation, and ensuring that the project team understands and utilizes its methodology; an understanding of urban issues, especially New York City politics and policies; established contacts in the academic, not-for profit and social media/entrepreneurial sectors; experience in event planning; advanced skill level of MS Office (i.e. PowerPoint, Excel, Project, Access, and Visio), experience with Clarity is desirable, experience with developing and/or responding to Request for Proposals and contract management; proven ability and knowledge of project/program management techniques and tools, and excellent problem solving skills; team player who works well with technical and non-technical teams; exceptional written and verbal communication skills; strong presentation abilities; solid understanding of the current technology practices including familiarity with current social networking and mobile applications and usage and a commitment to pursuing innovative solutions; ability to manage multiple tasks under tight deadlines; and the ability to interface with executive level management and give senior level presentations.

To Apply:

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 75 Park Place - 5th Floor - New York, NY 10007

-or-

e-mail to EXECrecruit@doitt.nyc.gov (indicate 'JVN 3000 – IT Policy Advisor' in subject line)

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

Post Date: March 3, 2011	Post Until: Filled	JVN: 858-2011-3000
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The City of New York is an Equal Opportunity Employer.