

DEPARTMENT OF INFORMATION TECHNOLOGY AND TELECOMMUNICATIONS
JOB VACANCY NOTICE

Civil Service Title: Computer Systems Manager M-2

JVN # 858-06-1657

Title Code Number: 10050 Salary Range: \$47,530 - \$101,608

Office Title: Project Manager Work Location: 59 Maiden Lane

Division/Work Unit: 311 Citizen Service Center Number of Positions: 1

Hours/Shift: Day

JOB DESCRIPTION

Responsibilities will include: determining the project approach, staffing, responsibilities, and schedule; defining team member roles and expectations, and ensuring timely feedback; ensuring that project resources receive any necessary training and are used effectively; creation and management of project plans, risk mitigation plans, communication plans, resource requirements, project costs and all other project management-related documentation; development and/or review of estimates and estimating assumptions for the project's schedule, effort, and cost using established estimating models, best practices, and past experience; managing relationships and coordinating work between vendors, sub-contractors, and different teams at different locations; performing day-to-day management of all phases of the project including requirements gathering, design, development, test, and deployment; managing the completion of deliverables as required by the SDLC; coordinating all project activities with business owners/stakeholders and other support, technical infrastructure, and application teams; communicating frequently with executive leadership to provide project risk analysis, status, and analysis of requirements that might impact strategic direction; collaborating closely with the business owners/stakeholders and technical teams to identify and document detailed requirements, process flows, and data sources; review and manage all changes to the requirements through a formally defined scope change process; measuring and monitor progress at clearly defined points in the process to ensure that the project is delivered on time, within budget, and that it meets or exceeds expectations; balancing scope, schedule, budget, quality, and risks.

PREFERRED SKILLS

The preferred candidate will have 2-5 years experience as a Project Manager with at least 8 years work experience desired; experience with the unique issues and needs of an Enterprise-wide Business Intelligence/Analytics project; able to develop project team members (e.g., skills, career, etc.) and conduct performance reviews; able to manage all aspects of the project, including providing overall guidance and direction, and overseeing financial management activities; able to document and communicate progress against plans, taking corrective action as necessary; able to review project deliverables for completeness, quality, and compliance with established project standards; able to manage client relationships and negotiate changes to commitments/requirements; experience with formal SDLC and business analysis methodologies; ability to work well with technical and non-technical resources; able to take strategic direction from executive management and participate in strategic planning activities throughout the lifetime of the project; able to see tasks through to completion with minimal guidance. Preferred candidates will also demonstrate domain knowledge of/experience with Financial, Human Resources, and Geographic Information Systems. Ideal candidates will also demonstrate mastery of the data warehousing methodologies of Ralph Kimball. Exposure to Call Center Applications and Public Sector technologies is a big plus.

CIVIL SERVICE 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 mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, 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 Bachelor's Degree from an accredited college and four years of experience as described above **-OR-**
3. A four-year high school diploma or its educational equivalent and six years of experience as described above, **-OR-** Education and experience equivalent to the above. However, all candidates must have at least a high school diploma or it's equivalent and must possess at least three years experience as described above, including the 18 months of administrative, managerial, executive or supervisory experience as described 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.

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:

Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 75 Park Place - 9th Floor - New York, NY 10007

-or-

e-mail to 311recruit@doitt.nyc.gov (indicate office title in subject line)

POST DATE: 4/28/06

POST UNTIL: 5/11/06

JVN: 858 / 06 / 1657

(agency code/fiscal yr./number)

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