

NEW YORK CITY DEPARTMENT OF EDUCATION
CITYWIDE VACANCY NOTICE

CIVIL SERVICE TITLE:

Computer Systems Manager (10050)

FUNCTIONAL TITLE:

Director of Computer Operations

ASSIGNMENT NUMBER:

740-08-019

NUMBER OF POSITIONS AVAILABLE

1 position

PROGRAM AREA:

Division of Instructional & Information
Technology

LOCATION:

2 MetroTech Center - Suite 3600
Brooklyn, New York 11201

SALARY:

\$70,000 +

The Office of Computer Operations is responsible for the 24-hours-a-day, 7-days-a-week operations and functions of the mainframe computer operations, production control, network control, tape library and stock room. In a joint effort with the Department of Information Technology and Telecommunications (DoITT), organizes, measures, controls and directs the overall activities of the mainframe computer system.

JOB DESCRIPTION:

- Directs and supervises the Mainframe Data Center supporting all mainframe based legacy business applications and a 400+ server infrastructure.
- Directs and supervises a Computer Operations group responsible for overseeing and managing mostly various of the DOE's large-scale mainframe computer and all locally attached peripheral equipment, e.g. consoles, tape drives, tapes and printers. Interacts with hardware vendors, management, sales, and engineering personnel.
- Collaborates with Department of Information Technology and Telecommunications (DoITT) to strategize short and long term plans to support the computing needs of DOE on the mainframe computer located at the DoITT facility. Collaborates with DoITT to interact with vendors of mainframe equipment in coordinating the resolution of complex maintenance and repair problems as related to DOE operations.
- Organizes, formulates, and disseminates policy, standards, and quality assurance for computer operations.
- Directs the Data Control group, which coordinates complex job setup, breakdown and distribution for the majority of applications that are processed on the large-scale mainframe computer.
- Coordinates special run requests and major system schedules, accepts new system production runs after thorough system testing, and ensures that operations personnel have the necessary documentation and training to process any and all job runs.
- Responsible for the tape library which currently houses over 40,000 magnetic tape cartridges. Coordinates tape management systems which run on the DOE mainframe LPAR including ongoing backup and recovery.
- Oversees the ordering of supplies and stock for the data center, the distribution of all supplies and the distribution of reports to all other offices and buildings in the Brooklyn complex.
- Ensures mainframe systems and applications are functional and available at the beginning of each business day and meets with operations personnel to discuss problems and issues that need to be addressed.
- Coordinates and implements printer methodologies and communications to provide schools and offices with maximum data throughput and system reliability.
- Participates in management planning sessions to determine short and long-term policies and procedures for communications hardware and software.
- Interfaces with DOE user management to discuss their existing mainframe services and brings to conclusion any issues and problems.
- Participates in the review of future mainframe computer plans and provides input in terms of technical feasibility.

- Coordinates the monitoring and analysis of the DOE mainframe computer equipment in an effort to provide the most efficient and cost effective service to the DOE data processing user community.

MINIMUM 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 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 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 four-year high school diploma or its equivalent and must possess at least three years of experience as described in "1" above.

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 QUALIFICATIONS

1. Excellent interpersonal and communication skills, effective planning and problem-solving abilities and strong technical expertise.
2. A clear vision of current and emerging trends in technology.
3. Must possess strong motivational, leadership, flexibility and decision-making skills and sound business judgment.
4. Must be able to communicate clearly and persuasively, both verbally and in writing.
5. Knowledge of instructional design and project management concepts as well as experience in the actual development and implementation of systems.

To apply for this assignment, send resume to:

New York City Department of Education
Division of Instructional & Information Technology
2 MetroTech Center - Suite 3600
Brooklyn, New York 11201
Attention: Wagiha Saif
OR by e-mail to:
DirCompOp@schools.nyc.gov

Applications must be received by June 30, 2008.

Quote assignment number and day-evening phone numbers on the top right corner of your resume. Only applicants scheduled for interviews will be contacted.

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