



NEW YORK CITY DEPARTMENT OF EDUCATION  
CITYWIDE VACANCY NOTICE

**CIVIL SERVICE TITLE:**

Computer Systems Manager (10050)  
Level 6

**FUNCTIONAL TITLE:**

Senior Director of Applications  
Development

**ASSIGNMENT NUMBER:**

740-09-005

**NUMBER OF POSITIONS AVAILABLE**

1 position

**PROGRAM AREA:**

Division of Instructional & Information  
Technology

**LOCATION:**

335 Adams Street  
Brooklyn, New York 11201

**SALARY:**

\$111,000+

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The Office of Applications Development for the Division of Instructional and Information Technology (DIIT) is responsible for the overall design, development, maintenance, installation and enhancement of the Department of Education's student-related and business systems including all phases of the application development lifecycle.

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**JOB DESCRIPTION:**

1. Responsible for approximately 105 employees and 95 consultants who work in the following Application Development groups: Automate the Schools (ATS)/Child Assistance Program (CAP), Web Management Services, Business Systems, Special Education Component (SEC), Student Information Systems, High School Scheduling and Transcript (HSST), Data Management, Personnel Related Applications and Galaxy.
2. Supervises and directs directors, managers and line staff, including both employees and consultants, who are engaged in activities related to the development, implementation, maintenance and enhancement of all DIIT applications. This includes the development and implementation of all phases of the computerized system development life cycle, including definition of requirements, analysis, design, coding, testing, documentation, implementation, post implementation evaluation as well as all ongoing maintenance and enhancement of systems.
3. Oversees the activities of subordinate staff in the implementation of system modifications. Responsible for ensuring adherence to time schedules, project goals and objectives, change control and security procedures.
4. Supervises and directs the overall development, implementation, maintenance and enhancement of all DIIT systems related to student systems developed on the Microsoft .Net platform which record, maintain and report student data. Responsible for system design, development and implementation as well as strategic systems planning, budgeting, forecasting, staffing, purchasing and resource allocation pertaining to the projects.
5. Responsible for strategic planning, budgeting, forecasting, staffing, purchasing and resource allocation pertaining to all projects in Applications Development.
6. Prioritizes assignments and resources for systems development and implementation to optimally meet the Department's business needs.
7. Formulates business systems architecture plans, estimates costs and ensures projects meet strategic needs.
8. Interfaces with executive staff within the DOE and provides advice and counsel relative to application development functions and systems.

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**MINIMUM REQUIREMENTS**

All candidates must have a minimum of eighteen (18) months of managerial, administrative or supervisory experience of professional staff;

**AND**

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;

**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 the 18 months of managerial, administrative or supervisory experience as described above.

### **PREFERRED QUALIFICATIONS**

1. 5 - 10 years experience managing diverse technical staff.
  2. Demonstrated success in applications development.
  3. Demonstrated ability to prioritize and allocate resources.
  4. Ability to communicate and collaborate with a variety of divisions across an organization.
  5. Ability to deploy modern technologies.
  6. Knowledge of business principles and the techniques of administration, organization, and management of complex, integrated technology systems environments.
  7. Industry knowledge of products, lifecycles and various companies attributes.
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To apply for this assignment, send resume to:

New York City Department of Education  
Division of Instructional & Information Technology  
335 Adams Street 28<sup>th</sup> Floor  
Brooklyn, New York 11201  
Attention: Jeanine Anaya  
OR by e-mail to:  
[adminop2@schools.nyc.gov](mailto:adminop2@schools.nyc.gov)

Applications must be received by August 10, 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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