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

Civil Service Title: Computer Systems Manager	**Level:** M1
Title Code No: 10050	**Salary:** $49,492/$53,373-$91,000
Office Title: Exchange Engineering Manager	**Work location:** Brooklyn
Division/Work Unit: IT Services	**Number of Positions:** 1
Hours/Shift: 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.	**Agency Tracking #:** 82991

Job Description

The successful candidate will serve as an Exchange Engineering Manager reporting to the IT Services division.

Responsibilities will include: Manage the implementation of the City's hosted mail and messaging system (Microsoft Exchange 2010) and domain architecture; oversee the migration of email systems from GroupWise, Lotus Notes, Exchange 5.5, 2000, 2003 and Send Mail to Exchange 2010 hosted environment; oversee design implementations of Microsoft Exchange 2010 in a complex environment for other City agencies/entities adding to the rapidly expanding domain of over 100,000 users, including 3rd party Archiving solutions for example Symantec Enterprise Vault; oversee the plan, design and implementation of a messaging infrastructure to support remote access to email via OWA, Outlook anywhere, and Blackberry hand held devices, Active Sync, Smart Phones, IPADS etc.; manage upgrades, backup/recovery, security, virus protection, spam protection, registry, active directory, editing, system implementation, performance monitoring and problem solving for project execution in a large, complex environment; oversee strategic planning, functional management, and deployment of client software for mail migrations; manage the development and coordination of training and service delivery for the Exchange messaging system; manage the design and updating of existing Exchange/AD systems; oversee the architect and design of a site B configuration for business continuity; prepare senior level technical reports for executive management; and manage special technology projects and initiatives 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 Bachelor's degree in a related IT field; 6+ years experience as a lead Microsoft Exchange administrator; in-depth knowledge of messaging systems, system administration and architecture expertise; advanced Exchange 2003/2007/2010, Active Directory, documentation and overall Windows 2003/2008 OS skills; 3+ years experience administrating a clustered, high availability Exchange environment; experience in a large, geographically dispersed environment; full understanding of DNS, WINS, DHCP and LDAP compliant directories; outlook Web Access and Microsoft Outlook; blackberry 4.xx/5.xx, Windows Mobile/Active Sync, Exchange 5.5/2000/2003/2007/2010, GroupWise migration to Exchange 2007/Exchange 2010, in-depth knowledge in SMTP and email archive solution, SAN, VM, MVS and scripting; demonstrated experience working with technical and non-technical staff; exceptional knowledge of Microsoft Office programs; outstanding collaboration and team building skills; strong written and verbal communication skills; excellent analytic, organization, presentation and facilitation skills; 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 ITrecruit@doitt.nyc.gov (indicate 'JVN 82991 - Exchange Engineering Manager 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: December 8, 2010	**Post Until:** December 21, 2010	**JVN:** 858-2011-82991

The City of New York is an Equal Opportunity Employer.