

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-\$95,000
Office Title: Requirements Manager	Work location: Manhattan/Brooklyn
Division/Work Unit: Emergency Communications Transformation Project	Number of Positions: 3
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 #: 83507

Job Description

The successful candidate will serve as a Requirements Manager reporting to the Emergency Communications Transformation Project (ECTP) division. Responsibilities will include: Oversee the development of the requirements management process, including elicitation, analysis, verification and documentation; interact with stakeholders to oversee the development of functional and non-functional requirements using the Use Case practice; manage requirements changes; oversee the creation of a business glossary; oversee the development of report requirements, formats and delivery options; oversee the impact of change requests; manage the requirements approval process; oversee the development and integration of test procedures, test cases and test scripts; oversee the development of the testing processes including functional, performance, integration and UAT testing; oversee the analysis of test procedures and results; secure acceptance of test plans; oversee data requirements and the creation of a test data plan; may oversee the allocation of requirements for development iterations and code builds; prepare senior level technical reports for executive management; and manage special IT 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 Bachelor's degree and 4+ years experience developing requirements for a large scale systems from inception to completion; experience in public safety; 4+ years of IT management or technical project management experience (Agile or RUP a plus); 4+ years of experience in requirements management, test planning, test-case development and test execution; 4+ years experience testing distributed applications and/or systems, including data validation and error handling; experience with HP Quality Center or similar environment; ability to oversee the writing of test plans, test scripts and test summary reports; experience in large-scale implementations involving multiple technologies, end-user organizations and/or contractors; experience completing many and varied functional requirements analysis; broad experience using modeling tools; in-depth knowledge of graphical tools, techniques, and interfaces; experience evaluating design effectiveness, readability, usability, intuitiveness, and navigation; experience designing interfaces for business users; ability to plan, organize and conduct stakeholders requirements elicitation; experience implementing ITIL Service Management initiatives on large-scale IT Infrastructure projects; 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 911recruit@doitt.nyc.gov (indicate 'JVN 83507- Requirements 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: January 28, 2011	Post Until: February 10, 2011	JVN: 858-2011-83507
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The City of New York is an Equal Opportunity Employer.