

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-\$100,000
Office Title: PMO Project Manager	Work location: Brooklyn/Manhattan
Division/Work Unit: Project Management 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 #: 84206

Job Description

The successful candidate will serve as a PMO Project Manager reporting to the Project Management Services division.

Responsibilities will include: Manage the development of NYC Business Express technology projects throughout the software development lifecycle by providing direction for project teams and monitoring the progress of deliverables and tasks; manage and build vendor relationships for Systems Integrator, Security, and PMQA; oversee the creation of RFPs, review and selection of vendors, etc; oversee PMO-related functions such as developing budgets and establishing communication, risk management, and related processes; oversee the creation of project charter and scope statements, weekly status reports, risk and issues log, and other project deliverables as assigned; participate in the creation and review of project artifacts including technical requirements, design, architecture, testing and implementation documentation; report project status to senior management and stakeholders; 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; 4+ years experience in Project Management; demonstrated knowledge of the Software Development Lifecycle; excellent client management skills; experience managing vendor contracts; 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 recruit@doitt.nyc.gov (indicate 'JVN 84206 - PMO Project 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: February 9, 2011	Post Until: February 23, 2011	JVN: 858-2011-84206
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The City of New York is an Equal Opportunity Employer.