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-$110,000
Office Title: ECTP Senior IT Strategy Manager	**Work location:** Manhattan/Brooklyn
Division/Work Unit: Emergency Communications Transformation Project	**Number of Positions:** 2
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 #:** 84495

Job Description

The successful candidate will serve as a Senior IT Strategy Manager reporting to the Emergency Communications Transformation Project (ECTP) division.

Responsibilities will include: Manage and lead the build of cross-functional ECTP teams; manage NYPD and FDNY Emergency Call and Dispatch Operations stakeholders interests and expectations; manage the development and performance of project and process analysis functions; oversee the development of key performance indicators; make recommendations regarding the creation and implementation of technology policies and best practices; manage the research, analysis, documentation and reporting on program and project methods and opportunities; communicate with DoITT program teams, vendors and stakeholders such as the FDNY and NYPD regarding plans, issues and risks; oversee the development of program documentation and work with NYPD and FDNY 911 call taking and dispatch managers to make recommendations for improvements and implementation new technologies; oversee the development of ECTP continuity of operations plans and projects; 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 and/or Master's degree in a related IT field; prior experience in a 911 fire or police call taking or dispatch operation; 6+ years of progressively responsible IT project management experience; experience in process mapping, benchmarking, and quantifying improvements; experience in business/technology analysis with regards to the development of business processes; knowledge of integration with enterprise architecture; experience in the development of process models; proficient in overseeing the creation of documentation and procedures including user's manuals, training materials, proposals, and reports; knowledge of quantitative data analysis and reporting; demonstrated experience working with technical and non-technical staff; exceptional knowledge and proficiency with Microsoft Office programs such as Word, PowerPoint, Excel, Project, and Visio; 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 84495 - Senior IT Strategy 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 24, 2011	**Post Until:** March 9, 2011	**JVN:** 858-2011-84495

The City of New York is an Equal Opportunity Employer.