Civil Service Title: Computer Systems Manager	**Level:** M1
Title Code No: 10050	**Salary:** $49,492/$53,373-$114,000
Office Title: PMO Business Express Project Manager	**Work location:** 4 Metrotech
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 #:** 87020

Job Description

The successful candidate will serve as a PMO Business Express Project Manager reporting to the Project Management Services division. Responsibilities will include: Manage the establishment of the Business Express project approach, staffing and scheduling; manage the establishment of team member roles and expectations; manage the creation of Business Express project plans, risk mitigation plans, communication plans, resource requirements, project costs and related project management documentation; oversee the development of estimates for the project's schedule, effort, and cost using established estimating models and best practices; manage the development of relationships and coordination of work between vendors, sub-contractors, and technical teams; manage project phases including requirements gathering, design, development, testing and deployment; manage deliverables as required by the SDLC; manage Business Express project activities with business owners/stakeholders and other technical infrastructure and application teams; communicate with executive leadership to provide project risk analysis, status, and analysis of requirements that impact strategic direction; collaborate closely with the business owners/stakeholders and technical teams to identify and document detailed requirements, process flows, and data sources; oversee progress to ensure that the project is delivered on time, within budget, and meets or exceeds expectations; 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, 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, data base administration, or planning of data processing or in the supervision of staff performing these duties; 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 approved by a State's department of education or recognized accrediting organization and six years of experience as described in **"1"** above; or
4. A satisfactory combination of 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 educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of 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 field; 2+ years experience as a Project Manager with at least 6+ years work experience; ability to develop project team members; ability to manage all aspects of the project, including providing overall guidance and direction, and overseeing financial management activities; ability to document and communicate progress against plans and taking corrective action; ability to review project deliverables for completeness, quality, and compliance with established project standards; ability to manage client relationships and negotiate changes to commitments/requirements; experience with formal SDLC and business analysis methodologies; ability to take strategic direction from executive management and participate in strategic planning activities throughout the lifetime of the project; ability to see tasks through to completion with minimal guidance; Project Management Professional certification in good standing; 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:

Please go to www.nyc.gov/careers and search for Job ID #87020
-or-
If you do not have access to a computer, please mail resume indicating JVN # to:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 75 Park Place - 5th Floor - New York, NY 10007

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW
APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

Post Date: June 9, 2011	**Post Until:** Filled	**JVN:** 858-2011-87020

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