

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

Civil Service Title: Computer Systems Manager	Level: M-1
Title Code No: 10050	Salary: \$49,492/\$53,373 - \$86,000
Office Title: Senior Design/Information Architect Manager	Work location: 59 Maiden Lane
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 #: 87613

Job Description

The successful candidate will serve as a Senior Design/Information Architect Manager reporting to the Project Management Services division. Responsibilities will include: Work with Project Management and Application Services teams to manage the build and extend of web-enabled applications that enhance the City's ability to provide services, foster economic development, and reduce operation costs across all public facing channels; oversee the overarching branding direction for NYC.gov-related website projects; provide management support to agencies to create the visual design on projects within that direction; lead information architecture (IA) development for small to complex, large-scale projects; assist in the creative supervision of Designers and Information Architects; oversee the design and extend of NYC.gov-related mobile applications to integrate the user experience with existing web-based applications to further enhance city services; participate in the exploration and conception of the NYC ID and other enterprise solutions which are integral precursors to the development of the MyNYC.gov and other citywide initiatives; provide guidance on deliverables to partnering vendors developing web-based and mobile applications; participate in the Project Methodology citywide workshop offering by developing and conducting training presentations regarding information architecture; consult with executive management on an overall branding strategy for the agency; oversee the application of this branding strategy regarding the design of agency materials as well as marketing and communication materials; oversee the development of business requirements; oversee the translation of business requirements into process/navigational flows and user interaction models; manage the creation, review and approvals of wireframes and functional specifications (including wireframe diagrams); translate wireframes into final user interface designs; and manage special technology projects and initiatives as needed.

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; 3+ years of information architecture experience (also known as "user experience design" or "interaction design"); 3+ years of graphic design experience; an online design portfolio demonstrating strong visual design skills and the ability to work within established branding directions; demonstrated experience designing for information technology-heavy projects and ability to work within technology constraints; an online portfolio that demonstrates experience creating interaction design for complex web applications; proficiency with wireframe/prototyping tools (Visio, Omigraffle or Axure); expert knowledge of design software (Adobe Creative Suite/ Photoshop/ Illustrator); experience working directly with Business Analysts and Developers to develop and document functional/navigational flows; experience developing wireframes and Functional Specifications documentation; experience translating wireframes into final UI designs; experience in Usability Best Practices; 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 #87613

-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 10, 2011	Post Until: Filled	JVN: 858-2011-87613
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The City of New York is an Equal Opportunity Employer.