Civil Service Title: Computer Systems Manager	**Level:** M1
Title Code No: 10050	**Salary:** $49,492/$53,373-$90,000
Office Title: Solution Design Manager	**Work location:** Metrotech
Division/Work Unit: Project Management Services	**Number of Positions:** 1
Job ID: 91174	**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.

Job Description

DoITT is responsible for modernizing, unlocking, and innovating to improve IT infrastructure and service delivery in New York City government. Modernizing by implementing state-of-the-art information technology to improve services to New Yorkers. Unlocking by making government more transparent and accountable to New Yorkers. Innovating by employing cutting-edge tools, methods, and relationships to empower New Yorkers.

The successful candidate will serve as a Solution Design Manager reporting to the Project Management Services division.
Responsibilities will include: Manage the collaboration with business owners/stakeholders to understand business needs, processes and data sources; oversee the translation of business needs into clearly defined and documented detailed requirements; oversee the creation of user flows and screens as part of the overall user interface/solution design, based on elicited requirements; leverage Accela software for projects; oversee the development of functional specifications and use cases; work with project managers to obtain signoff on requirements and solution design deliverables; write user acceptance test plans and scripts and coordinate user acceptance test execution; work with project managers to obtain user acceptance test signoff; provide subject matter expertise to the team; adhere to the standard SDLC process and artifacts throughout each project; prepare senior level technical reports for executive management; and manage special technology projects and initiatives as assigned. The position's responsibilities include commitment to and compliance with the City's EEO policy.

Minimum 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.

Preferred Skills

The preferred candidate should possess the following: A Bachelor's degree in a related IT field; 3+ years experience as a Business Analyst and/or Solution Designer with at least 4 years work experience; experience in performing business analysis tasks on large systems integration projects for mission critical processes; proven experience in defining requirements for solutions in multiple-entity environments (multiple agencies, business partners, etc.); experience developing user interface/solution designs (either COTS- or custom-built solutions) and creating visual documentation: user flows, wireframe diagrams, and functional specifications; experience with formal SDLCs and business analysis methodologies; working knowledge of business analysis documentation standards; ability to take initiative, be a decisive decision-maker and show confidence in decisions made; ability to take strategic direction from executive management and participate in strategic planning activities throughout the lifetime of the project; demonstrated experience working with technical and non-technical staff; exceptional knowledge of Microsoft Office programs such as Microsoft Project, Excel and PowerPoint; 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

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #91174
For all other applicants, please go to www.nyc.gov/careers and search for Job ID # 91174
-or-
If you do not have access to a computer, please mail resume indicating Job ID # to:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 75 Park Place - 9th 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: August 24, 2011	**Post Until:** Filled

The City of New York is an Equal Opportunity Employer.