

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

Civil Service Title: Computer Systems Manager	Level: M1
Title Code No: 10050	Salary: \$49,492/\$53,373-\$120,000
Office Title: Accela Project Manager	Work location: 2 Metrotech
Division/Work Unit: Project Management Services	Number of Positions: 1
Job ID: 91744	Hours/Shift: Day - 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 an Accela Project Manager reporting to the Project Management Services division.

Responsibilities will include: Manage and ensure that project development and enhancement activities follow the SDLC process; oversee new requests for Agency implementations; manage Accela releases via the DoITT intake process; meet with agency stakeholders to develop priorities and discuss project status; work with the sub-teams to forecast items to be released in the next scheduled service pack and communicate to the user liaisons; oversee the status of service pack items; approve the service pack deployment; provide input on status inquiries made by agency management; manage vendor relationships for Systems Integrator, Security, PMQA, Accela and similar engagements, including the creation of RFPs, review/selection of vendors, etc.; engage in Project Management Office related functions including overseeing project budget and ensuring that established communication, risk management, and similar processes are adhered to; oversee the creation of project charter and scope statements, status reports, risk and issues log, and other project deliverables; oversee the development and review of project artifacts including technical requirements, design, architecture, testing and implementation documentation; communicate project status to senior management within DoITT and stakeholder agencies; 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 managing large projects (end-to-end); knowledge of SDLC and/or Agile; 2+ years experience in Vendor management, WBS creation, Project and resource planning; proficiency in Microsoft Project and other project management software; business analysis experience creating requirements, use cases, functional specifications; negotiation and conflict management skills; knowledge of Data Modeling, integration, XSD schema creation; ability to interact effectively with project managers and functional managers; experience with Accela or similar 3rd party products. PMP certification; experience working with City of New York government agencies; 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:

For City employees, please go to Employee Self Service (ESS), click on Recruiting Activities > Careers, and search for Job ID #91744
For all other applicants, please go to www.nyc.gov/careers and search for Job ID #91744

-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 25, 2011	Post Until: Filled
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The City of New York is an Equal Opportunity Employer.