REPOST

GRANT FUNDED

OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE

Civil Service Title: Computer Systems Manager
Title Code No: 10050
Office Title: UVIS Project Manager
Division/Work Unit: Special Operations Unit
Hours/Shift: Thirty-five hours per week; alternate weekends and holiday scheduling may be required.

Level: M - I
Salary: $49,492 to $110,000
Work Location: 421 East 26th Street, NYC
Number of Positions: 1

The Special Operations Division and the Information Technology (IT) Department of the NYC Office of Chief Medical Examiner (OCME) work closely in managing OCME's disaster preparedness and disaster response functions. Complex communications systems, data capture and utilization tools are employed in these functions. OCME is seeking a dedicated IT professional with extensive project management as well as operational experience to play a pivotal role in developing, implementing and managing these resources. In particular, the Project Manager (PM) will oversee all aspects of the Unified Victim Identification System (UVIS), a custom-designed forensic application including supervising enhancements, managing user and IT staff teams, training of all relevant users, procuring and maintaining associated hardware, and managing deployment in complex scenarios. The PM will also serve as the principal liaison between OCME and external Agency partners in the NYC metropolitan area, regarding the regional application of the UVIS system.

JOB DESCRIPTION

The UVIS Project Manager will report directly to the Chief Information Officer and may be assigned to work with the Director of Special Operations to coordinate among a range of stakeholders. The candidate must have experience in software development in the PM role, as the position requires planning, executing, and finalizing all projects according to strict deadlines and within budget. The PM must be adept at interfacing with diverse constituencies, from user teams, to third-party contractors and consultants, to external agency technical staff in various forensic disciplines. Clear communication and excellent organizational skills are critical to ensuring usability and reliability.

Duties will include, but are not limited to:

Act as principal manager for the UVIS, and other related Agency-based computer applications, in both day-day and disaster response operations. ● Function as primary liaison between the IT Department, the Special Operations Division, the Medical Examiner functional areas and other departments in all aspects pertaining to UVIS. ● Act as an IT liaison between OCME and the Regional Catastrophic Planning Grant partners in all aspects pertaining to UVIS. ● Perform project management functions in all aspects of UVIS development, defining project scope, goals and deliverables that support business goals in collaboration with senior management and stakeholders ●Supervise work teams, delegate tasks and responsibilities to appropriate personnel, and continually manage project expectations ● Develop standard protocols to be used in conjunction with the UVIS software and assist with streamlining business processes and data flow. ● Provide support to the end users by coordinating and performing trouble shooting and administrative tasks. ● Build, develop, and grow any business relationships vital to the success of the project.

QUALIFICATION REQUIREMENTS

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

● PMP (Project Management Professional) Certification or equivalent preferred. ● Bachelor's Degree or higher in Engineering, Technology or related field. ● Minimum 5-10 years of project or IT management, including demonstrated experience achieving milestones, and managing significant budgets. ● Minimum 3 years experience coordinating and or supporting IT business processes. ● Excellent organizational, communication, customer service skills, conceptual thinking, IT, analytical skills, Structured Query Language (SQL), Microsoft Windows, Access, Word, Excel, PowerPoint, and network platforms. ● Ability to multi-task and manage operational activities under pressure.

● It is strongly recommended that selected candidates have a proven track record in successful project management, knowledge of laboratory techniques and equipment a plus. ● Prior experience with Laboratory Information Management Systems (LIMS) systems and laboratory operations from an end user, IT specialist or Quality Assurance (QA) supervisor point of view, as well as strong understanding of validation and QA principles preferred.

Special Note: Selected candidates will be required to provide a DNA sample by swabbing.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:
Recruiter1
Human Resources
The Office of Chief Medical Examiner
421 East 26th Street – Mailbox #10-64
New York, NY 10016
Resumes may be emailed in a WORD format to ITResumes@ocme.nyc.gov Title/Level & Job Vacancy number must be indicated in the subject line. Previously posted as JVN #816/10/CME/025.
NO PHONE CALLS

POST DATE: June 24, 2010	POST UNTIL: July 8, 2010	JVN: 816/11/CME/002 (Agency Code/ Fiscal Year/Number)