



CITY OF NEW YORK - DEPARTMENT OF CONSUMER AFFAIRS
Ensuring consumers and businesses benefit from a fair and vibrant marketplace.
JOB VACANCY NOTICE

Office Title:	Project Manager - Technical Lead	JVN #	866-07-127
Civil Service Title:	Computer Systems Manager - M1		
Title Code Number:	M 10050	Salary Range:	\$45,758/\$49,346* - \$75,000
			<i>*minimum with two years of city service</i>
Division/Work Unit:	Office of the CIO	Work Location:	42 Broadway
Hours/Shift:	9 am to 5 pm	No. Positions:	1

JOB DESCRIPTION

DCA is seeking a seasoned project manager to serve as the technical lead in managing the agency’s efforts on the NYC Business Express initiative. The Project Manager – Technical Lead is the individual responsible for the day-to-day management of the technical aspects of the project. This person will be responsible for maintaining/reviewing project plans, act as a liaison with technical areas (internal and external) and manage system integration from the technical perspective.

Working closely with the Business Lead and the CIO, the Technical Lead will review and validate functional requirements and lead a team of technical staff in crafting solutions to deliver better efficiency and improved functionality of the Information Systems that support DCA.

Responsibilities will include:

- Creation and management of project plans, risk mitigation plans, communication plans, resource requirements, project costs and all other project management-related documentation.
- Development and/or review of estimates and estimating assumptions for the project’s schedule, effort, and cost using established estimating models, best practices, and past experience
- Coordinating all project activities with business owners/stakeholders and other support, technical infrastructure, and application teams
- Managing relationships and coordinating work between vendors, sub-contractors, and other project teams
- Performing day-to-day management of all phases of the project including requirements gathering, design, development, test, and deployment; managing the completion of deliverables as required by the system development life cycle (“SDLC”)
- Review and manage all changes to the requirements through a formally defined scope change process
- The Technical lead will assist in preparing monthly/quarterly reports on program activities for senior management, and perform other tasks as assigned by the CIO

PREFERRED SKILLS

1. Minimum of two years documented hands-on experience as the overall project manager of large technical projects, following a formal, documented methodology.
2. A technology background with a working knowledge of licensing operations or similar regulatory environment is considered favorable.
3. Knowledge of quality improvement methodologies and tools
4. Demonstrated knowledge and understanding of project life-cycle management.
5. Excellent interpersonal and writing skills.
6. Experience in data analysis, data management and program evaluation and strong computer skills including proficiency in

CIVIL SERVICE 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 mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, 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 and six years of experience as described in "1" above; or
4. 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 and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or

NOTE: The following types of experience are not acceptable: superficial use of pre-programmed 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.

PLEASE NOTE: New York City Residency Required within 90 days of appointment

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER INDICATING JVN # TO:

Email (as MS Word or .pdf file only) Jobs@dca.nyc.gov
 Mail Personnel Division
 JVN # 866-07-127
 New York City Department of Consumer Affairs



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42 Broadway, 8th Floor
New York, NY 10004

INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED. NO PHONE CALLS, FAXES, E-MAILS OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

Post Date: 05/30/07

Post Until: 6/13/2007

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The City of New York is an Equal Opportunity Employer