

Appointments are subject to Office of Management and Budget (OMB) approval.

**Office of Chief Medical Examiner
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Computer Systems Manager	Level: M-II
Title Code No: 10050	Salary: \$56,158 (New employee), \$60,561 (Two year rate) \$110,000 (Maximum)
Office Title: Director of Information Technology	Work Location: 421 East 26th Street, New York City – Travel Citywide
Division/Work Unit: MIS	Number of Positions: 1
Hours/Shift: 35 Hours per week over a seven-day period; may include evenings, weekends & holidays.	

JOB DESCRIPTION

The Office of Chief Medical Examiner is seeking a Director of Information Technology who will be a key member of the Management Information Systems management team. The Director of Information Technology is primarily concerned with the development, implementation, operation, monitoring, and evaluation of the technology programs for the agency. The selected candidate for this position will provide leadership in identifying hardware and software purchases, ensuring that they are consistent with the agency's technology plan and guidelines. The Director of Information Technology will work collaboratively with other agency directors to use technology and include technology applications as an integral part of agency operations. Additionally, the candidate is required to be the liaison for implementing technology for use by the Disaster Operations division. This position will report directly to the CIO and manage a staff of approximately 20, including all or part of the following functions: Datacenter, Systems, Telecom, Network, Desktop and Audio/Video Support. The ideal candidate will possess working knowledge of a network consisting of Cisco LAN/WAN infrastructure, data center infrastructure, a Windows systems environment, Cisco VoIP, Network Appliance and Brocade SAN infrastructure. The candidate must be an experienced hands-on leader who can manage a team, provide strategic direction, and manage complex vendor engagements, budget, and service level objectives.

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 mainframe, mini- or micro-computer technology in computer applications or systems programming, computer systems development, data telecommunications, database 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 or 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**
- A baccalaureate degree from an accredited college and four years of experience as described above; **or**
- A four-year high school diploma or its educational equivalent and six years of experience as described in the first bullet point above; **or**
- Education and experience equivalent to all of the above. However, all candidates must have at least a four-year high school diploma or it's educational equivalent and must possess at least three years of experience as described in the first bullet point above, including at least 18 months of administrative experience, managerial, executive or supervisory experience as described in the first bullet point 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:

- Demonstrated experience in managing multiple functionalities within an Information Technology Department.
- Expert knowledge of Windows 2003 Systems, Network Appliance & Brocade SAN infrastructure, Cisco LAN/WAN infrastructure hardware, Cisco VoIP, Cisco Wireless, Cisco Security systems.
- Prior experience in the integration of Medical and Laboratory equipment on an enterprise wide network
- Strong leadership, organizational planning, budget development and operations management experience.
- Excellent communication and writing skills.
- Experience in developing, implementing and monitoring IT Service Level Agreement's (SLA's).

TO APPLY, PLEASE SUBMIT RESUME TO:

Ethelda Harris
Recruitment Coordinator
Office of Chief Medical Examiner
520 First Avenue
New York, NY 10016

NO PHONE CALLS PLEASE

Resumes may be emailed in a Word format to ITResumes@ocme.nyc.gov. Title and posting number (JVN) **must** be indicated in the subject line.

POST DATE: 09/16/08	POST UNTIL: 09/30/08	JVN: 816 / 09 / CME / 021 (Agency Code/ Fiscal Year/Number)
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