



**NEW YORK CITY FIRE DEPARTMENT
CITYWIDE JOB VACANCY NOTICE**

CIVIL SERVICE TITLE Administrative Project Manager – M-Level II	TITLE CODE NO. 83008
OFFICE TITLE IBM Project Manager	SALARY \$54,578 to \$135,240 If hired on or after 2/1/08, the minimum salary is \$50,610
BUREAU/DIVISION/UNIT Strategic Planning & Policy	LOCATION 9 MetroTech Center Brooklyn, New York

JOB DESCRIPTION:

The IBM Project Manager will perform project management duties for the Coordinated Building Inspection and Decision Analysis System (CBIDAS). Manage systems integration vendor, create and update project plans, risk mitigation plans, communication plans, resource requirement, project costs and all other project management related documentation. Perform day-to-day management of all phases of the projects including gathering requirements, designing, developing, testing and deploying the solutions. Manage the completion of deliverables as required by the Systems Development Life Cycle (SDLC); deliver the projects on time, on budget, on scope, and of a high quality, that meet stakeholder requirements; manage enhancements and on-going new development for projects assigned. Demonstrate deep understanding of technical and functional activities required to drive completion of project tasks and manage all project activities with the application development team, business owners/stakeholders, and other support, technical infrastructure and application teams. Communicate frequently with executive leadership to provide project risk analysis, status, and requirements that may impact strategic direction. Collaborate closely with the business owners/stakeholders and technical teams to identify and document detailed requirements, work flows and data sources; facilitate user acceptance testing. Provide guidance and mentoring to junior Project Management team members.

QUALIFICATION REQUIREMENTS:

1. A baccalaureate degree from an accredited college in engineering, architecture, landscape architecture, business administration, or public administration, and five years of full-time satisfactory experience in the planning, administering or expediting of engineering design, and/or construction, or coordinating a very large engineering project, two years of which must have been in an administrative, managerial, executive or supervisory capacity; or
2. A four-year high school diploma or its educational equivalent and nine years of experience as described in “1” above; two years of which must have been in an administrative, managerial, executive or supervisory capacity; or
3. Education and/or experience equivalent to “1” or “2” above. An accredited Master’s degree in one of the disciplines described in “1” above, a law degree, or a valid New York State license as a Professional Engineer or Registered Architect or Landscape Architect may be substituted for one year of the required experience. However, all candidate must have the two years of the administrative, managerial, executive or supervisory experience as described in “1” above.

PREFERRED SKILLS:

5-8 years experience as a Project Manager with at least 10 years work experience. Proven experience managing large scale application development projects in a multi-entity environment (multiple agencies, business partners, etc.), data warehouse implementations, and Oracle database implementations. Strong understanding of J2EE architecture and SUN’s Solaris system. Working knowledge of business analysis documentation standards. Experience using standard project management tools including Microsoft Project, Excel and PowerPoint. Excellent oral and written communication skills and the ability to clearly articulate to all project members and stakeholders. Team player who works well with technical and non-technical resources. 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 and the ability to see tasks through to completion with minimal guidance. PMI Certification a plus.

TO APPLY FOR CONSIDERATION, PLEASE MAIL OR FAX COPY OF YOUR RESUME TO:

New York City Fire Department
9 MetroTech Center – 6th Fl.
Brooklyn, NY 11201
ATTN: Human Resources-BOP/Vacancy
FAX No. (718) 999-7128

PLEASE REFER TO TRANSMITTAL # **057-09-2354A-SPP**

Please note that only those candidates considered for an interview will be contacted.

No phone calls please.

DATED: August 14, 2008

POST UNTIL: UNTIL FILLED

The Fire Department is an Equal Opportunity Employer.