

**OFFICE OF CHIEF MEDICAL EXAMINER
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Computer Specialist (SW)

Title Code No: 13632

Office Title: Project Manager

Division/Work Unit: Information Technology (IT) Unit

Hours/Shift: 35 Hours per week over a seven-day period; may include evenings, weekends and holidays.

Level: II

Salary: \$71,982 to \$82,779

Work Location: 421 East 26th St., NYC

Number of Positions: 1

JOB DESCRIPTION

Under the general direction of the Chief Information Officer, but with wide latitude for independent decision making, the selected candidate will be engaged in systems development work of great difficulty, responsible for the design, implementation, enhancement, and maintenance of various computer systems. S/He will serve in a multi-programming computer system as project leader performing complex staff work and the full range of computer systems analysis utilizing general software in highly complex systems development projects. Duties include but are not limited to:

- Responsible for the success of concurrent multiple complex projects by managing the day-to-day activities of assigned staff (City employees and consultant teams) to deliver tasks on time, within budget, and scope.
- Ability to communicate and negotiate effectively with senior management and team members to ensure timely completion of projects.
- Ensures that project team members complete tasks and deliverables on time and within budget, and that the project delivers promised business functionality.
- Works with advisers from key functional areas (e.g., Legal, Audits and Account, Human Resources, and Procurement) to understand potential project impact on the organization, align project work, and execute activities accordingly
- Ability to identify and capitalize on interdependencies within the project to ensure end-to-end synergy during all phases of the project life cycle.
- Manages project budget(s) and reports project cost information to superiors in an accurate and timely manner.
- Proactively identifies additional cost-savings to reduce overall project expenditures.
- Manages the effective utilization of resources assigned to the project team, and proactively communicates resource capacity and shortages to the appropriate Professional Development Manager in order to optimize the utilization of the Program Delivery pool of resources
- Coordinates utilization of subject matter experts in the business segment to assist in the identification, validation, and resolution of business system needs.
- Proactively evaluates project activities, builds contingency plans, executes corrective action, and monitors issue resolution to mitigate risks such as scope and/or budget variances.
- Manages the scope of the project, and ensures that changes are reviewed and approved by the Sr. Project Manager / Program Manager and Business Sponsor where appropriate.
- Adheres to project management methodology by leveraging and promoting the use of existing tools, capturing best practices, and identifying areas for process improvement
- Other duties as assigned.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college, including or supplemented by 24 semester credits in computer science or a related computer field and two years of satisfactory full-time computer software experience in computer systems development and analysis, applications programming, database administration, systems programming, data communications, including one year in a project leader capacity or as a major contributor on a complex project; **or** 2. A four-year high school diploma or its educational equivalent and six years of satisfactory full-time computer software experience as described in "1" above, including one year in a project leader capacity or as a major contributor on a complex project; **or** 3. Education and/or experience equivalent to "1" or "2" above. College education may be substituted for up to two years of the required experience in "2" above on the basis that 60 semester credits from an accredited college is equated to one year of experience. A masters degree in computer science or a related computer field may be substituted for one year of the required experience in "1" or "2" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent and at least one year of satisfactory full-time experience in a project leader capacity or as a major contributor on a complex project.

PREFERRED SKILLS

PMP Certified is strongly preferred but not necessarily required depending on other qualifications. At least three years of successful experience working as a project manager within a large, fast paced organization. Experience with the pharmaceutical or healthcare industry and rigidity around the project methodology relative to gating requirements, documentation etc. is a plus. Strong project management skills are required preferably with multiple methodologies but notably Waterfall approaches. Experience managing projects involving tracking systems, Web Portals, Medical imaging etc. Experience with Microsoft technology and execution of .NET projects would be plus.

SPECIAL NOTE: The selected candidate will be required to provide a DNA sample by swabbing.

TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:

Recruiter1
Human Resources
Office of Chief Medical Examiner
421 East 26th Street – Mailbox #10-64
New York, NY 10016
Fax: 212-323-1770

Resumes may be emailed in a WORD format to ITResumes@ocme.nyc.gov Title/Level and Job Vacancy number must be indicated in the subject line.

NO PHONE CALLS

POST DATE: August 18, 2010	POST UNTIL: September 1, 2010	JVN: 81 6 / 11 / CME / 012 (Agency Code/ Fiscal Year/Number)
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