

**City of New York
DEPARTMENT OF CORRECTION
Job Vacancy Notice**

Civil Service Title: COMPUTER SYSTEMS MANAGER	Level: M1	
Title Code No: 10050	Salary: \$49,492.00/\$53,373.00-\$136,198.00 Frequency: ANNUAL	
Office Title: Director, Project Management	Work location: Bulova Corporate Center, 75-20 Astoria Blvd., East Elmhurst, New York 11370	
Division/Work Unit: Information Systems-Admin	Number of Positions: 1	
Hours/Shift: Day Tour		
Job Description		
<p>The New York City Department of Correction is seeking a candidate to serve as Director of Project Management. The ideal candidate is a highly-organized and focused project manager with supervisory experience, able to manage a wide range of projects. This manager will oversee project approach and define team roles and expectations; manage project management-related documentation; and coordinate relationships with vendors; manage phases of projects including requirements gathering, design, development, test, and deployment; manage the completion of deliverables as required by SDLC; manage the coordination of project activities with business owners/stakeholders, support teams, technical infrastructure, and application teams; communicate frequently with executive leadership to provide project risk analysis, status, and analysis of requirements that impact strategic direction; collaborate closely with stakeholders and technical teams to identify and document detailed requirements, process flows, and data sources; manage changes to project requirements; monitor and measure progress; prepare senior level technical reports for executive management; and manage special IT projects as assigned. Supervisory experience, experience in Information Technology, and MBA preferred. Must have advanced Excel skills and be proficient in MS Word and MS Outlook.</p>		
Qualification Requirements		
<p>1. 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</p> <p>2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or</p> <p>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</p> <p>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.</p>		
Essential Skills		
<p>To Apply: New York City Department of Correction Recruitment and Certification Section 2 Washington Street, 10th Floor New York, New York 10004</p> <p>Resume and Cover Letter can be E-Mailed to: ITJOBS@DOC.NYC.GOV</p> <p>Attention: Floretha Bryant</p> <p>Submission of application or resume is not a guarantee that you will receive an interview</p>		
Post Date: 09/07/2010	Post Until: 09/27/2010	JVN: 072-2011-014218

The City of New York is an Equal Opportunity Employer.