

**City of New York**  
**DEPT OF RECORDS & INFO SERVICE**  
**Job Posting Notice**

<b>Civil Service Title:</b> COMPUTER SYSTEMS MANAGER	<b>Level:</b> M3
<b>Title Code No:</b> 10050	<b>Salary:</b> \$72,038.00/\$77,688.00-\$184,605.00 <b>Frequency:</b> ANNUAL
<b>Title Classification:</b> Competitive	
<b>Business Title:</b> Chief Information Officer	<b>Work Location:</b> 31 Chambers St., N.Y.
<b>Division/Work Unit:</b> Executive Offices	<b>Number of Positions:</b> 1
<b>Job ID:</b> 594199	<b>Hours/Shift:</b> Day- Full-time - Due to the necessary technical management support duties of this position, candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.
<p style="text-align: center;"><b>Job Description</b></p> <p>The Department of Records and Information Services (DORIS) is the agency responsible for managing and making available City government's historical and contemporary records. The Chief Information Officer will report directly to the Commissioner and will set the technology vision and strategic priorities for the agency. The CIO will directly oversee the implementation and integration of new computer systems, oversee all hardware and software support, ensure robust cybersecurity posture, and provide guidance and counsel on technology initiatives. Additionally, the CIO will guide the application development team in the design and implementation of new applications to promote transparency within City government and will serve as the primary liaison to the Office of Technology and Innovation and Cyber Command.</p>	
<p style="text-align: center;"><b>Minimum Qualification Requirements</b></p> <p>1. A master's degree in computer science from an accredited college or university and three (3) years of progressively more responsible, full-time, satisfactory experience in Information Technology (IT) including applications development, systems development, data communications and networking, database administration, data processing, or user services. At least eighteen (18) months of this experience must have been in an administrative, managerial or executive capacity in the areas of applications development, systems development, data communications and networking, database administration, data processing or in the supervision of staff performing these duties; or 2. A baccalaureate degree from an accredited college or university and four (4) years of progressively more responsible, full-time, satisfactory experience as described in "1" above; or 3. A four-year high school diploma or its educational equivalent, and six (6) years of progressively more responsible, full-time, satisfactory experience as described in "1" above; or 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 and must possess at least three (3) years of experience as described in "1" above, including the eighteen (18) months of administrative, managerial, executive or supervisory experience as described in "1" above. In the absence of a baccalaureate degree, undergraduate credits may be substituted for a maximum of two (2) years of the required experience in IT on the basis of 30 semester credits for six (6) months of the required</p>	

experience. Graduate credits in computer science may be substituted for a maximum of one (1) year of the required experience in IT on the basis of 30 graduate semester credits in computer science for one (1) year of the required IT experience. However, undergraduate and/or graduate credits may not be substituted for the eighteen (18) months of experience in an administrative, managerial, executive, or supervisory capacity as described in "1" above.

### **Preferred Skills**

- At least 10 years of IT work experience, with at least five years of leadership responsibility in managing multiple large cross-functional teams or projects and influencing senior-level management and key stakeholders.
- Strong leadership skills and the ability to work effectively with business managers, IT engineering, and IT operations staff.
- Excellent verbal, written and interpersonal skills and strong budget, financial and resource management skills.
- Familiarity with City technology guidelines and industry best practices
- Working knowledge of cloud computing, business intelligence and analytics, Agile and Dev Ops methodologies;
- Experience developing and maintaining IT policies, procedures, standards, and guidelines.
- Experience with capacity planning, risk assessment, business continuity and disaster recovery and the design and deployment of fault tolerant resilient systems and robust database architectures.
- Familiarity with design, development, deployment, and support of data warehouses.
- Strong knowledge of current and emerging technologies, technology directions and strategic application to business needs.
- Experience working with open-source solutions and associated communities

### **Additional Information**

The CIO's duties will include but are not limited to, the following tasks:

- Develop and implement an agency-wide technology strategy
- Responsible for the day-to-day IT Operations and security of all IT assets of the agency
- Manage a staff of application developers, computer support staff, project managers, and quality assurance analysts
- Provide direction and support for continuous upgrades of the agency technology infrastructure (network, desktop, server, software, application, and telecommunications) to promote agency's enterprise initiatives
- Lead the assessment of technologies and proposed technical solutions that meet business needs
- Ensure compliance with information security policies and serve as the key liaison to OTI/Cyber
- Assist in the development and enhancement of key technology policies in areas such as electronic records management and archival storage of born-digital records
- Develop and maintain external agency relationships in order to leverage city-wide services.
- Liaison between the agency development team and the technology teams at other City agencies regarding process, architecture, and implementation of applications, including facilitating direct communication among agency technical teams

### **Residency Requirement**

New York City Residency is not required for this position

### **To Apply**

**Search for the Job ID# 594199**

**External Candidates please go to [www.nyc.gov/careers](http://www.nyc.gov/careers)**

**Current NYC employees please go to [www.nyc.gov/ess](http://www.nyc.gov/ess)**

Position is open to permanent Computer System Managers or candidates reachable on the current civil service list.

NO E-MAILS, PHONE CALLS, FAXES OR PERSONAL INQUIRIES PERMITTED.

NOTE: ONLY THOSE CANDIDATES UNDER CONSIDERATION WILL BE CONTACTED.

APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL.

**Public Svc Loan Forgiveness**

As a prospective employee of the City of New York, you may be eligible for federal loan forgiveness programs and state repayment assistance programs. For more information, please visit the U.S. Department of Education's website at [StudentAid.gov/PSLF](https://studentaid.gov/PSLF).

**Posting Date:** 07/26/2023

**Post Until:** Filled

*The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.*