

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

Civil Service Title: COMPUTER SYSTEMS MANAGER	Level: 00
Title Code No: 1005D	Salary: \$150,000.00/\$150,000.00-\$150,000.00 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: Chief Information Security Officer	Work Location: 31 Chambers St., N.Y. This position does require traveling to our off-site facilities in Middle Village and Sunset Park.
Division/Work Unit: Executive Offices	Number of Positions: 1
Job ID: 783628	Hours/Shift: Day/Full-time - Due to the necessary technical duties of this position, the candidate may be required to be on call and/or work various shifts such as weekends and/or evening shifts.

Job Description

The Department of Records and Information Services is seeking to hire a Computer Systems Manager Non-Manager to serve as the Chief Information Security Officer (CISO). The Computer Systems Manager-Non-Manager will be responsible for compliance with the Citywide Information Security Policies and for high level of support of the agency’s computing infrastructure. This position requires an experienced technology professional with an understanding of modern computing practices and hands-on experience with networks, servers, software configuration standards for servers and desktop systems that are or may be attached to the enterprise network The Computer Systems Manager responsibilities will include but are not limited to:

- Coordinate upgrades to the agency’s technology with the Office of Technology and Innovation,
- Oversee security awareness strategy and programs, including annual employee training and ongoing awareness campaigns to ensure all department employees understand and adhere to information technology policies and standards.

Ensure compliance with City of New York, Citywide Information Security Policies. Cyber Security Operations / Activities include:

- Track cyber security incidents and vulnerability reports and work on remediation of issues.
- Ensure identity and access management policies are documented
- Produce documentation when / where needed.
- Ensure all IT systems are equipped and updated with necessary cyber protection tools.
- Continuously check for security gaps, document findings, and take necessary measures to rectify issues discovered.
- Verify patches and software updates are properly done. Missing patches and inconsistencies should be resolved.
- Analyze vulnerability reports and operationalize them by working with Tech support team member for remediation.
- Assess endpoint system health and suggest improvement or remediation steps.

This position is open to applicants who are already permanent in the Computer Systems Manager title or reachable on the current civil service list.

Minimum Qualification Requirements

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 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

The position requires:

- Experience managing information security programs, developing, and applying information security, risk management, and privacy practices in local, state, or federal government.
- Strong demonstrated knowledge of LAN/WAN/WI-FI network routers/switches administration, systems administration, active directory, PowerShell, group policy, Containerization, Cloud, and IT security technologies.
- Experience with systems access management, change management, security monitoring and intrusion detection, vulnerability management, endpoint security management, cloud security, data loss prevention, encryption, network security, disaster recovery, data management and vendor management.
- Experience with CrowdStrike, McAfee, Pulse Secure, Cisco, firewalls, SharePoint Online, Windows Server, Rapid7, MS Office 365, Endpoint Security and Enterprise Mobility in the cloud.
- IT certifications (1 or more) such as Security+, CISSP, CISA, CISM, CySA+, CRISC, C-CISO, SSCP, CASP, CEH, GIAC

Residency Requirement

New York City Residency is not required for this position

To Apply

All current City Employees may apply by going to Employee Self Service (ESS) <http://cityshare.nycnet/ess>
Click on Recruiting Activities/Careers and Search for Job ID #783628
All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 783628

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

55-a Program

This position is also open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate at the top of your resume and cover letter that you would like to be considered for the position through the 55-a Program.

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 <https://studentaid.gov/pslf/>

Posting Date: 06/18/2026

Post Until: 08/17/2026

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.