

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

Civil Service Title: Computer Systems Manager	Level: 01
Title Code No: 1005D	Salary: \$97,593 Frequency: ANNUAL
Title Classification: Competitive	
Business Title: IT PROJECT MANAGER	Work Location: 31 Chambers St., N.Y.
Division/Work Unit: Municipal Archives	Number of Positions: 1
Job ID: 788043	Hours/Shift: Day Full-Time - Due to the necessary technical 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.

Job Description

The Department of Records and Information Services (DORIS) is seeking to hire an IT Project Manager (IT PM). This role will manage a variety of projects encompassing application development, COTS implementations, and infrastructure-related work. The IT PM with proven experience managing projects using traditional, agile, and hybrid project management methodologies and who has experience in the role of Scrum-Master. The IT PM should have experience managing web application development projects and be familiar with cloud-based applications, services, deployments, and management. Knowledge of Python, PHP, MySQL/Postgres, HTML, CSS, and JavaScript is a plus. Additionally, IT PM will work closely with the Directors of the Municipal Archives, Municipal Library, and Information Technology to plan and implement digital preservation and access tools at the agency. The IT PM will be responsible for overseeing cloud services infrastructure and budgeting, coordination with Municipal Archives to implement and manage digital preservation systems, coordination with Records Management team and follow up on ERMS project implementation and participate in efforts to increase access to the City’s digital collections of historical and contemporary resources.

The IT Project Manager will include but not limited to the following:

- Determine the project approach, resource requirements, team roles and responsibilities, and schedule.
- Develop and/or review estimates and assumptions for the projects schedule, effort, and cost using established estimating models, best practices, and previous experience.
- Create and manage projects, risk mitigation, and communication plans.
- Create project charters and scope statements, weekly status reports, risk and issues log, and other project deliverables as assigned.
- Manage projects throughout the entire project lifecycle, providing direction for project teams and monitoring the progress of deliverables and tasks, i.e., the schedule.
- Plan, track, communicate with, and drive infrastructure solutions, build and support resources if required on related environment builds.
- Work closely with executive level leadership.
- Provide oversight and management of blended teams of independent contractors, consultants, and staff from a functional matrix organization.
- Manage vendor relationships for Systems Integrator, Security, Quality Control, and similar engagements, including participating in the creation of RFPs, review/selection of vendors, etc.
- Ensure that staff and consultants are adhering to the published PMI methodology and templates, and development standards defined for the PMs.
- Engage in PM-related functions including monitoring budget burn and ensuring that established communication plans, risk management, and similar processes are adhered to.
- Define team member roles and expectations.
- Ensure that project resources are used effectively.
- Participate in the review of project artifacts including technical requirements, user experience design, architecture, testing, and implementation documentation.
- Develop future support needs and work with the appropriate management staff to articulate and request these resources.
- Collaboratively establish policy and procedures on the management, security, preservation, and accessibility of digital assets with respective agency divisions.
- Create data driven reports and provide updates to senior management and project stakeholder agencies on project status.
- Work directly with senior management and project stakeholders to understand business goals and ensure that those goals are communicated, managed, and achieved.
- Help translate high-level business goals into functional and technical objectives and requirements.
- Act as the liaison between the technology teams, the city agencies and the business owners on application development and support.

- Follow up with agency legal counsel on policy, governance and technical aspects associated with using Open-Source software. - Other activities related to project management as assigned.	
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 preferred candidate should possess the following: 4+ years of experience managing web based application projects (end-to-end); have experience managing the implementation of Open Source tools; strong knowledge of Agile (3+ years); 2+ years of experience in Vendor management, WBS creation; common Agile deliverables and practices; project and resource planning; proficiency in Visio, MS Planner and Azure DevOps, Agile oriented tracking tools/methods, and other project management software required; proficiency in PowerPoint and Excel required; strong familiarity with Business Analysis role in creating requirements, use cases, functional specifications preferred; Strong demonstration of negotiation and conflict management skills; Knowledge of responsive design, user experience design, data modeling, software integration, and/or software as a service (SaaS), is a plus; Behavioral competencies that demonstrate leadership, self-awareness, adaptability, ability to be a systems thinker, attention to quality, and relationship and team building are very important; Ability to interact effectively with line staff, project managers, and functional managers; Strong and articulate verbal and written communication skills; Ability to interface with executive level management and give senior level presentations is a must; Experience with multitier architecture for web based applications, process of provisioning and building infrastructure, infrastructure as code and DevOps methodology is strongly preferred; PMP or Scrum Master certification is preferred. Experience working with City of New York agencies is a plus.	
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 #788043 All other applicants, please go to www.nyc.gov/careers/search and search for Job ID # 788043 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. .	
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 Educations website at StudentAid.gov/PSLF.	
Posting Date: 07/28/2026	Post Until: 09/26/2026

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