

City of New York
Department of Information Technology and Telecommunications
Job Vacancy Notice

Civil Service Title: Computer Systems Manager	Level: M1
Title Code No: 10050	Salary: \$45,758/\$49,346-\$80,000
Office Title: HHS Project Manager	Work location: 4 Metrotech Center
Division/Work Unit: HHS - Connect	Number of Positions: 1
Hours/Shift: Day	

Job Description

Responsibilities will include: Manage IT Projects and their associated teams; Communicate and collaborate with external and internal partners to support various HHS-Connect initiatives through interviews, document analysis, requirements workshops, surveys, site visits, business process descriptions, use cases, scenarios, business analysis, task and workflow analysis; Develop or contribute to the development of the following artifacts as needed; Functional requirements (Business Requirements Document); Use Cases, and screen and interface designs; Serve as the liaison between the HHS agencies and the technology and support teams; Collaborate with subject matter experts and developers to establish a technically feasible business design and analyze tradeoffs between usability and performance needs; Plan and lead user acceptance testing efforts; Analyze and document change requests, identify implementation options, coordinate updates with the technical team, and implement changes; Develop strong relationships with client agencies; Communicate regularly and effectively with clients to identify needs and evaluate business solutions with project management.; Continually seek opportunities to increase customer satisfaction and deepen client relationships; Identify, track, and report on critical business issues; special projects/assignments as needed.

Qualification Requirements

1. A Master's Degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using mainframe, mini- or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, 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-
2. A Bachelor's Degree from an accredited college and four years of experience as described above;
-OR-
3. A four-year high school diploma or its educational equivalent and six years of experience as described above,
-OR-
4. Education and experience equivalent to the above. However, all candidates must have at least a high school diploma or its equivalent and must possess at least three years experience as described above, including the 18 months of administrative, managerial, executive or supervisory experience as described above.

Essential Skills

The preferred candidate should possess the following: 2 – 3 years experience in health and human services, information systems or a related field; Demonstrated experience in on time, on budget delivery of IT solutions; experience working in or with government agencies; Demonstrated experience working with diverse staff and functional areas; Outstanding organizational, communication, collaboration and team building skills and ability to function in a matrix environment with collaborative decision making preferred.

To Apply:

TO APPLY, PLEASE SUBMIT RESUME INDICATING JVN# TO:
Department of Information Technology and Telecommunications (DoITT)
Recruitment Office - 75 Park Place - 5th Floor - New York, NY 10007

-or-

e-mail to HHSrecruit@doitt.nyc.gov (indicate 'JVN 1454 - Project Manager' in subject line)

SUBMISSION OF A RESUME IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW

APPOINTMENTS ARE SUBJECT TO OVERSIGHT APPROVAL

Post Date: 6/11/08	Post Until: 6/24/08	JVN: 858-2008-001454
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The City of New York is an Equal Opportunity Employer.