

**City of New York  
Department of Health and Mental Hygiene  
125 Worth Street, Room 930  
New York, NY 10013**

**JVN #81607115477FSM CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title:</b> Computer Systems Manager	<b>Level:</b> M-I
<b>Title Code No.:</b> 10050	<b>Salary:</b> \$60,000 - \$70,000
<b>Office Title:</b> Large Practice Infrastructure Coordinator	<b>Work Location:</b> 22 Cortlandt Street, New York, NY
<b>Division/Work Unit:</b> Division of Financial & Strategic Management Bureau of Informatics and Information Technology	<b>No. of Positions:</b> 1
<b>Hours/Shift:</b> Full-time	<b>Position (s)#:</b> 921073

**JOB DESCRIPTION:**

The nation's leading local health department seeks motivated, dynamic IT Network Infrastructure professional to join its award-winning, innovative technology team in revolutionizing public health IT. The New York City Department of Health and Mental Hygiene (DOHMH) uses the latest technologies and enterprise wide application solutions in its groundbreaking work to promote and protect New Yorkers' health and improve DOHMH's business operations. The Bureau of Informatics and Information Technology's award winning work ranges from mobile computing to in-house development to Bioterrorism surveillance. BIIT provides DOHMH's 6,500 staff in 50 locations with application development, network and technology services, IT security, help desk, business process reengineering and IT project management. IT Team members develop their ability to use cutting edge technologies including service-oriented architecture (SOA), J2EE development, middleware, Enterprise Service Bus (ESB) products, virtual data center solutions (including high-end SANs), enterprise content management (ECM) and Business Process Management (BPM) solutions.

**JOB SUMMARY:**

The Primary Care Information Project (PCIP) Taskforce is an interdivisional program designed to use health information technology to improve population health in NYC. As part of a Mayoral priority, the Taskforce coordinates the Department of Health and Mental Hygiene (DOHMH)'s activities to provide leadership in citywide initiatives to extend use of electronic health records (EHR) among thousands of ambulatory primary care providers. DOHMH will help to transform the delivery of health care services to medically underserved communities throughout the City by helping providers to move from a paper based to an electric health care delivery system. DOHMH anticipates that this unprecedented \$60 million project will fundamentally improve access to information, thereby assisting providers to deliver higher quality care.

The Large Practice Infrastructure Coordinator will be responsible for assisting large community health centers, independent physician associations and hospital affiliated outpatient clinics to procure, install, configure, test and support the network and hardware systems on which the Electronic Health Records application runs. Duties consist of meeting regularly with large ambulatory care facilities and assisting them in developing and executing a hardware infrastructure implementation plan to support the EHR system; providing on-site hardware implementation support; and serving as the primary link between practices and the hardware vendors. Responsibilities will also include managing sub-contracts and hardware vendors to ensure adherence to project requirements, timelines, and budgets

**PREFERRED SKILLS:**

Experience with the IT architecture of large, high volume outpatient environments is a requirement. Knowledge of quality improvement methodologies and tools. Able to Demonstrate knowledge and understanding of project life-cycle management. Excellent interpersonal and writing skills. Experience in data analysis, data management and program evaluation and proficiency in the Microsoft suite of applications with emphasis on statistical software and database systems. Technical IT background and understanding of network systems. Formal training and Certification as a project manager by an accredited organization (e.g. Project Management Institute). Hands-on experience with health-related organizations, especially in the public sector. Ability to work well and communicate effectively with professionals from a variety of agencies and organizations. Experience with working as a team player and team leader.

The preferred candidate will possess: 5-7 years systems administration experience. A solid understanding of Microsoft Windows and Active Directory User administration. A solid understanding of TCP/IP networking and protocols, Cisco routers/switches/PIX, etc products. Cisco Certified Network Professional (CCNP) or Cisco Certified Design Professional (CCDP) is desired. At least four years documented hands-on experience as the overall project manager of large technical projects, following a formal, documented methodology.

**QUALIFICATION REQUIREMENTS:**

- (1) A Master's degree in computer science from an accredited college and three years of progressively more responsible, fulltime, 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 Baccalaureate degree from an accredited college and four years of experience as described in "1" above; **or**
- (3) A four-year High School diploma or its educational equivalent and six years of experience as described in "1" above; **or**
- (4) 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 years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experiences as described in "1" above.

**NOTE:** The following types of experience are **not** acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

**NOTE: IF YOU WERE EDUCATED IN A FOREIGN SCHOOL, YOU MUST SUBMIT A FOREIGN DEGREE EVALUATION WITH YOUR RESUME.**

**TO APPLY, PLEASE SUBMIT RESUME ONLINE: [www.nyc.gov/health/careers](http://www.nyc.gov/health/careers) JVN search: 115477**

If you do not have access to submit online, mail resume to NYC Department of Health and Mental Hygiene, 125 Worth Street, Room 930, Box #39, New York, NY 10013; indicating the JVN #. Please submit your resume once using only one of these methods.

**Post Date:** May 21, 2007

**Post Until Filled**

**JVN# 81607115477FSM**

**DOHMH is an Equal Opportunity Employer**