

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

**JVN #81607109642FSM 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> \$42,974 - \$94,608
<b>Office Title:</b> Client Manager	<b>Work Location:</b> 346 Broadway, NY, NY 10013
<b>Division/Work Unit:</b> Division of Financial & Strategic Management/ Bureau of Information Technology Informatics & Development(Business Reengineering)	<b>No. of Positions:</b> 1
<b>Hours/Shift:</b> Full-time	<b>Position (s)#:</b> 725010

**JOB DESCRIPTION:**

The New York City Department of Health and Mental Hygiene (DOHMH), Bureau of Informatics And Information Technology (BIIT), has a vacancy for a Computer Systems Manager/Client Manager. The Client Manager will be under the supervision of the Director of the Business Reengineering (BR) unit. The candidate will be responsible for managing the IT needs of their assigned clients within DOHMH. The BIIT client manager will be responsible for reviewing, analyzing, and evaluating business process and user needs for their clients. Consult with business owners to identify current operating procedures and clarify program objectives. The client manager will be responsible for the planning, execution and implementation of the IT projects for their clients and will work closely with the Business Analyst, Developers and QA Staff to achieve the project deliverables. The incumbent will focus on key projects related to DOHMH's ability to respond to public health emergencies, and will provide technical project management for ongoing and future automation projects that have been or will be developed as part of the Home Land Security grant.

**PREFERRED SKILLS:**

At least 2 years experience in IT project management and/or business analysis. Should have hands-on experience in managing enterprise-wide solutions. Excellent communication and writing skills. Ability to work with end-users, technical staff, and upper management.

**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: 109642**

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: July 26, 2006**

**Post Until Filled**

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**DOHMH is an Equal Opportunity Employer**