

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

**JVN: #81606109146FSM**

**CITYWIDE JOB VACANCY NOTICE**

<b>Civil Service Title:</b>	Computer Systems Manager	<b>Level:</b>	II
<b>Title Code No.:</b>	10050	<b>Salary:</b>	\$47,530 - \$101,608
<b>Office Title:</b>	Director	<b>Work Location:</b>	125 Worth Street, New York NY 10013
<b>Division/Work Unit:</b>	Division of Financial & Strategic Management/Bureau of Finance & Planning	<b>No. of Positions:</b>	1
<b>Hours/Shift:</b>	Full-time	<b>Position No.(s):</b>	911006

**GENERAL RESPONSIBILITIES:**

The Office of Financial Systems and Analysis (FSA) within the Bureau of Finance and Planning, designs financial systems, prepares routine and special reports, and manages enterprise data for the Bureau of Finance and Planning. FSA provides management of information systems and reports that define the financial status of the Department.

**JOB DESCRIPTION:**

The Director of the Office of Financial Systems and Analysis will manage professional staff and coordinate the deployment of major financial management systems such as the agency implementation of city's accounting, budget and procurement system FMS. Develop and modify existing PC and Web-based financial systems used by the Bureau of Finance and Planning. Provide executive management and information systems and reports that describe the financial status of the agency. Design, implement and maintain systems that monitor program budgets, track headcount, expenditures and revenues. Work with various Department offices to coordinate installation and use of City's Budget, Accounting and Procurement System as well as coordinate data extraction and report generation for finance, planning, policy analysis and quality improvement purposes.

**PREFERRED SKILLS:**

**Expertise in analysis, development, deployment and maintenance of Financial Systems. Ability to interface with program staff to obtain information and correlate financial database and ongoing operations. Knowledge of business management principles and procedures and expertise in financial techniques.**

**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, database 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, database 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 experience 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.

**IF YOU WERE EDUCATED IN A FOREIGN SCHOOL, YOU MUST SUBMIT A FOREIGN DEGREE EVALUATION, FROM AN APPROVED ORGANIZATION, WITH YOUR RESUME.**

**TO APPLY, PLEASE SUBMIT RESUME ONLINE:**

[www.nyc.gov/health/careers](http://www.nyc.gov/health/careers)

**JVN search: 109146**

If you do not have access to submit online, mail or fax 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: June 20, 2006**

**Post Until Filled**

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**DOHMH is an Equal Opportunity Employer**