

# NYC OFFICE OF THE COMPTROLLER

## JOB VACANCY NOTICE

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| <b>Title:</b>           | <b>Deputy Chief Information Officer</b> |
| <b>Salary:</b>          | <b>\$150,000 - \$170,000</b>            |
| <b>Bureau/Division:</b> | <b>Bureau of Information Systems</b>    |
| <b>Period:</b>          | <b>August 19, 2014 – Until Filled</b>   |

## JOB DESCRIPTION

The Bureau of Information Systems (BIS) provides customer support and technology leadership for the Office of the Comptroller. BIS provides a full range of technology support for key business functions and Charter mandated responsibilities of the Comptroller's Office including: technology strategic planning, web site development and administration, disaster recovery, business continuity, systems development, communications and network administration, business process re-engineering, change management, program management, security administration, help desk, training, applications architecture, computer operations, telecommunications, document management, imaging, geographic information systems, check production and distribution, webcasting & video services, graphics design, and social media support.

Under the direction of the Assistant Comptroller and Chief Information Officer and afforded very wide latitude for independent judgment and decision making, the Deputy CIO's responsibilities include, but are not limited to:

- Assisting in the development of the Office's Information Technology Strategic Plan;
- Directing the evaluation of new and emerging technologies including Cloud computing, mobile computing, digitalization, and social media, to identify those that could support innovative solutions for the specific business functions of the Office;
- Assisting to develop and enhance key technology policies on areas including: disaster recovery, program management, systems development, vendor management, help desk, website, video and webcasting services, document management, and geographic information systems.
- Managing and directing collaborative BIS/vendor teams to:
  - Develop and implement new application systems that drive transformation programs for the charter mandated operations of the office;
  - Install and maintain the operating systems for the Office's SUN, Oracle, and Wintel computing platforms;
  - Design, implement, and maintain all switches, routers, firewalls, servers, and telecommunication lines that support the office's computing requirements; as well as backup and restore capabilities;

- Architect and implement infrastructure security procedures such as firewall policies and anti-virus protection;
- Monitor the Office's network environment and group security policies including Microsoft Security patches, anti-virus, web, and e-mail filtering programs;
- Perform related assignments and special projects as required.

**MINIMUM QUALIFICATION REQUIREMENTS**

- BA/BS degree from an accredited college in computer science, business, engineering or a closely related field, and ten (10) or more years of full-time satisfactory professional experience using information technology in computer applications programming, systems programming, computer operations, network operations, or computer systems development, and at least three (3) years of this experience in a leadership position undertaking complex technology responsibilities for a governmental or private entity;

**PREFERRED SKILLS IN ADDITION TO MINIMUM REQUIREMENTS**

- Demonstrated knowledge of computing platforms (Microsoft Windows; VMware; Citrix/Xen; Linux); Hardware (Dell, CISCO, Brocade, EMC); Databases (Oracle, SQL, Greenplum); and Systems Management Software (Veritas, Symantec, Websense, Remedy, Mimesweeper, Sophos, Bindview, Airwatch)
- Demonstrated experience working with technical and non-technical staff. Ability to work effectively and interface with all levels of the organization, senior executives from other City agencies, and vendors.
- Ability to manage multiple deadline driven projects simultaneously. Excellent collaboration and team building skills, strong written and verbal communication skills.

**TO APPLY, GO TO:**

Employment Opportunities at [www.comptroller.nyc.gov](http://www.comptroller.nyc.gov)

**We appreciate every applicant's interest; however, only those under consideration will be contacted.**

**Note: Vacancy notices listed as "Until Filled" will be posted for at least five work days.**

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|---|------------------------------------|----------------------------------|
| <b>POSTING DATE:</b><br>August 19, 2014 | <b>POST UNTIL:</b><br>Until Filled | <b>JVN:</b><br><u>015/15/005</u> |
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**The NYC Comptroller's Office is an Equal Opportunity Employer**