NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

Title:	**Director - Operations & Network Services**
Salary:	**$120,000 - $130,000**
Bureau/Division:	**Bureau of Information Systems & Technology**
Period:	**June 28, 2018 - Until Filled**

JOB DESCRIPTION

The Bureau of Information Systems & Technology (BIST) provides customer support and technology leadership for the Office of the Comptroller. BIST provides a full range of 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 and business continuity services, systems development, communications and network administration, business process re-engineering, change and program management, security administration, help desk, training, applications architecture, computer operations, telecommunications, document management, geographic information systems, webcasting and video services, graphics design, and social media support.

Under the direction of the Deputy Chief Information Officer for Operations, Telecommunications & Network Services, and afforded very wide latitude for independent judgment and decision making, the Director's responsibilities include, but are not limited to the following:

- Manage various levels of professional information technology (IT) staff directly responsible for IT Operations and Network Services, Security Administration, and Helpdesk in the fulfillment of IT service delivery commitments;

- Manage and administer Microsoft Active Directory including DNS, WINS and DHCP, manage Microsoft Certificate Authority Server;

- Deploy and administer Microsoft Exchange and Office 365 and Data Loss Prevention (DLP) solutions; manage enterprise email archive solution such as Symantec Enterprise Vault;

- Implement and manage Azure, OneDrive, and SharePoint online;

- Manage the evaluation and implementation of a data center design;

- Manage the evaluation and implementation of new and emerging technologies associated with Software -as-a-Service (SaaS), Infrastructure –as-a-Service (IaaS), network operations, cybersecurity, data loss prevention, and mobile computing, to identify those that could support innovative solutions for the specific business functions of the office;

- Provide technical expertise in the development of the office's Information Technology Strategic Plan;

- Assist in the development and enhancement of key technology policies in such areas as security, disaster recovery, network and operations management, vendor management, helpdesk, cloud computing and remote and mobile computing; and,

- Perform other related assignments and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. BA/BS degree from an accredited college in computer science, business, engineering, or a closely related field, and four (4) or more years of progressively responsible professional experience managing information technology associated with systems programming, computer operations, or network operations, of which at least 18 months of this experience must be in a supervisory, administrative, or a leadership position with significant technology responsibilities in a complex government or private organization; or

2. Education and/or experience equivalent to "1" above.

PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Demonstrated knowledge in Active Directory Administration and the following platforms (Microsoft Windows 8.1/10.0, Server 2012/2016, VMware, Citrix, Outlook Web Access); Hardware (NetApp, CISCO, EMC/VNX);   and Systems Management Software (Veritas, Symantec, Cisco IronPort Proxy, Clearswift, Sophos, Cisco Meraki MDM, SCCM);

- 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 must be demonstrated.

TO APPLY, GO TO: Employment Opportunities at www.comptroller.nyc.gov

Certain residency requirements may apply. 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.

POSTING DATE:	POST UNTIL:	JVN:
June 28, 2018	**Until Filled**	**015/018/059R**

The NYC Comptroller's Office is an Equal Opportunity Employer