

NYC OFFICE OF THE COMPTROLLER

JOB VACANCY NOTICE

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| Title: | Information Technology (IT) project Manager |
| Salary: | \$100,000 - \$120,000 |
| Bureau/Division: | Bureau of Information Systems & Technology |
| Period: | July 10, 2017 - Until Filled |

JOB DESCRIPTION

The Bureau of Information Systems and Technology provides a full range of technology support services for key business functions and Charter mandated responsibilities of the Comptroller's Office. These service include: technology strategic planning, web site development, graphic design, disaster recovery, systems development, network administration, audio/visual services, business process re-engineering, change management, program management, security administration, help desk, computer operations, telecommunications, and document management.

Under the direction of the Executive Director of the Program Management Office, the Senior IT Project Manager is responsible for managing a portfolio of IT initiatives and overseeing all aspects of their implementation, including requirements gathering, development, vendor and customer management, and managing the project financials. The position will be expected to report on these initiatives following Office and industry-wide standards and keep Bureau leadership informed of the latest status, risks and accomplishments.

Senior IT Project Manager's duties and responsibilities include, but are not limited to, the following:

- Serves as the primary source of intake for all requests by stakeholders and manages the relationships and communication between stakeholders, the Bureau of Information Systems and Technology and vendors;
- Reviews and ensures resolution of end-user support requests;
- Oversees the support and new development initiatives for all activities related to the office's OAISIS system, a document management system which manages the processing of key documents submitted to the Comptroller's Office;
- Ensures that project management standards are followed during the project lifecycle;
- Effectively communicates status, risks and accomplishments to key stakeholders;
- Manages project financials for all initiatives; and,
- Performs other related functions and special projects as may be required.

MINIMUM QUALIFICATION REQUIREMENTS

1. A master's degree in computer science from an accredited college and three (3) or more years of progressively responsible full-time experience as an IT Project Manager, or using information technology in computer applications programming, systems programming, computer systems development, database administration, planning of data/information processing, or user services, at least 18 months of this experience must have been in an administrative, managerial, executive capacity or in the supervision of staff performing duties in the areas described above; or
 2. A baccalaureate degree from an accredited college and four (4) or more years of experience as described in "1" above; or
 3. A satisfactory combination of education and experience equivalent to "1" or "2" above.
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PREFERRED SKILLS IN ADDITION TO MINIMUM QUALIFICATIONS

- Clearly demonstrated experience as an IT Project Manager working in a team environment on complex IT initiatives;
 - Hands-on experience with Agile project management;
 - Knowledge of SQL Server Reporting Services (SSRS) for report generation;
 - Knowledge of SQL, MS SQL Server and Oracle;
 - Excellent writing skills and ability to plan, organize, and work on multiple tasks simultaneously;
 - Ability to communicate effectively with end-users and technical staff.
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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.

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| POSTING DATE: July 10, 2017 | POST UNTIL: Filled | JVN: 015/018/002 |
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