

**City of New York
DEPARTMENT OF SANITATION
Job Vacancy Notice**

Civil Service Title: Computer System Manager	Level: III
Title Code No: 10050	Salary: \$60,740 - \$162,014
Office Title: Project Manager	Work location: 137 Centre Street
Division/Work Unit: Bureau of Information Technology	Number of Positions: 1

Hours/Shift:

Job Description

Under minimum direction, with the broadest scope for the exercise of independent initiative and judgment, will be responsible for the duties listed below:

- Act as the lead Project Manger for DSNY's enterprise-wide transformation project, SMART (Sanitation Management, Analysis and Resource Tracking). Upon completion of this multi-year project, role will evolve into managing the enhancements and modifications of this core agency system.
- Responsible for prime vendor meeting obligations for deliverables, timeline and budget.
- Coordinates review/approval of project plans among DSNY and prime Vendor project team members.
- Monitors and facilitates planned tasks for DSNY, City Agencies, and vendors resources.
- Ensures that all Vendor deliverables reviewed in a timely fashion.
- Facilitates development of project risks and mitigation strategies. Helps identifies resources involved in resolution.
- Monitors the facilities change management program and execution.
- Reviews project issues and identifies/assigns/escalates to appropriate DSNY staff.
- Formally introduces issues and risks identified by DSNY project or business staff.
- Point person for creating awareness of any proposed changes in scope, schedule, budget or acceptance criteria.
- Reviews Vendor status reports and confirms work completed vs. planned.
- Works with project team, Steering Committee and CIO.
- Review SI vendor invoices and secures authorization for payment.
- Coordinates DSNY review of key vendor personnel.

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 information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks 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 approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
4. A satisfactory combination of 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 approved by a State's department of education or recognized accrediting organization 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

PREFERRED SKILLS:

1. Leadership role in one or more large scale workflow base ERP implementation and/or enterprise-wide integration projects.
2. Initiating and managing complex enterprise-wide technology projects involving multiple stakeholders.
3. Demonstrate excellent communication, organization, writing skills and ability to meet/manage aggressive deadlines.
4. Demonstrate ability to work effectively with and motivate project teams in both leading and supporting roles.
5. Trained in ITIL practices. Certification as a Project Management Professional.
6. Computer proficiency, including MS Word, Excel, PowerPoint, Visio, Project and Access.

TO APPLY, PLEASE SUBMIT RESUME WITH COVER LETTER TO:

Name: Serena Lau

Mailing Address: Bureau of Information Technology,
137 Centre Street, 2nd Floor,
New York, NY 10013
Or email to: ideas@dsny.nyc.gov - Subject MUST begin with JVN:827-2012-97355
Hand deliveries will NOT be accepted

Post Date: 1/5/12

Post Until: 1/18/12

JVN: 827-2012-97355