



## New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

**Civil Service Title:** Computer Systems Manager, M5

**Title Code:** 10050

**Business Title:** Deputy Director of Enterprise Project Management Office

**Salary:** \$110,000-\$165,000 (Annual)

**Division:** Enterprise Project Management Office

**Unit:** Enterprise Project Management

### **Job Description:**

NYCERS is in search of a seasoned professional to take on the role of Deputy Director within the Enterprise Project Management Office (EPMO). In this position, you will be responsible for overseeing assigned Portfolio, Program, and Project Management functions, leading project teams, and collaborating closely on crucial operational matters. The successful candidate will possess a high level of specialized expertise and skill in upholding established standards of quality and accuracy, with a strong emphasis on effective communication and building organizational relationships. This role demands drive, determination, and a disciplined approach to ensure successful job performance.

### **Primary Responsibilities:**

- Support the EPMO Director in achieving Organizational Goals and Objectives
- Report Portfolio, Program, and project status to the Director/EPMO leadership team as needed
- Develop and Implement effective Governance across the EPMO Portfolios
- Assist the EPMO Director by providing staff support for Executive, Board, and committee meetings
- Act as the representative of EPMO to internal divisions within NYCERS and external agencies, coordinating tasks to support Portfolio needs
- Supervise a team responsible for supporting assigned Portfolio(s) needs and overseeing daily functions
- Provide leadership and training to a team of professionals in all aspects of project management
- Develop and implement consistent and effective tools and processes for project and change management, including establishing a community of practice for project and change managers
- Demonstrate excellent interpersonal skills for effective communication with internal and external stakeholders, including negotiation, problem resolution, and customer service
- Possess strong organizational skills to manage multiple projects/tasks of varying complexities, stages, and deadlines
- Utilize negotiation and relationship management skills to drive successful outcomes
- Make informed decisions and recommendations to achieve results
- Prioritize competing priorities, with skills in negotiation, consensus building, and group facilitation
- Experience in determining and facilitating processes for estimating organizational demand and capacity, including change saturation.
- Project Management Professional (PMP) certification required

**MINIMUM REQUIREMENTS ARE ATTACHED**

**New York City residency is not required.**

**NYCERS is an Equal Opportunity Employer**

**Applicants Must Be Permanent in the Computer Systems Manager title to apply**

**TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER  
009-24-0085 AND A COPY OF A CURRENT RESUME TO:**

**CITY EMPLOYEES: Employee Self Service (ESS).** [www.nyc.gov/ess](http://www.nyc.gov/ess). Search for Job ID# 631342  
**ALL OTHER APPLICANTS:** [www.nyc.gov/careers/search](http://www.nyc.gov/careers/search). Search for Job ID# 631342

**DATED: 03/22/2024**

**POST UNTIL: Until Filled**

**NYCERS POSTING NUMBER: 009-24-0085**



### **Preferred Skills and Experience**

- Bachelor's degree in Business Administration, Project Management, or related field;
- Minimum of 7 years of experience in project management, with at least 3 years in a leadership role
- Proven track record of successful project delivery in a complex organizational environment
- Strong leadership and team management skills
- Excellent communication and interpersonal skills
- Ability to work effectively with internal and external stakeholders at all levels
- Solid understanding of project management methodologies and best practices
- Strong organizational and analytical skills
- Ability to prioritize and manage multiple projects simultaneously
- Experience in change management and process improvement
- Knowledge of financial management and budgeting processes
- Proficiency in Microsoft Office Suite and project management tools
- Ability to adapt quickly to changing priorities and deadlines
- Strong problem-solving skills and attention to detail
- Ability to work independently and as part of a team
- Knowledge of government regulations and policies related to project management is a plus

### **Minimum Qualification Requirements:**

1. A master's degree in computer science from an accredited college or university and three (3) years of progressively more responsible, full-time, satisfactory experience in Information Technology (IT) including applications development, systems development, data communications and networking, database administration, data processing, or user services. At least eighteen (18) months of this experience must have been in an administrative, managerial or executive capacity in the areas of applications development, systems development, data communications and networking, database administration, data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college or university and four (4) years of progressively more responsible, full-time, satisfactory experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent, and six (6) years of progressively more responsible, full-time, satisfactory 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 and must possess at least three (3) years of experience as described in "1" above, including the eighteen (18) months of administrative, managerial, executive or supervisory experience as described in "1" above.

In the absence of a baccalaureate degree, undergraduate credits may be substituted for a maximum of two (2) years of the required experience in IT on the basis of 30 semester credits for six (6) months of the required experience. Graduate credits in computer science may be substituted for a maximum of one (1) year of the required experience in IT on the basis of 30 graduate semester credits in computer science for one (1) year of the required IT experience. However, undergraduate and/or graduate credits may not be substituted for the eighteen (18) months of experience in an administrative, managerial, executive, or supervisory capacity as described in "1" above.

**Note:**

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

**Note:**

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.