New York City Employees’ Retirement System
Job Vacancy Notice CITYWIDE

Civil Service Title: Computer Systems Manager, NM  
Business Title: Senior Project Manager  
Division/Unit: Enterprise Project Management Office /Enterprise Project Management

Title Code: 1005D  
Salary: $115,000-$130,000 (Annual)

Job Description:
NYCERS is seeking an experienced professional to serve as a Senior Project Manager reporting to the EPMO Project Portfolio Manager. This individual will be responsible for providing project management services in support of NYCERS project demands. This includes managing small to large scale projects, and following EPMO defined project management practices, processes, and policies (including: Demand Management, Project, Program and Portfolio Management (PPM) Project Management Life Cycle (PMLC) Project Performance Measurement and Communications and Project governance). The Senior Project manager will also be responsible for contributing to the continuous process improvement of project management practices and PPM services delivery.

The Senior Project manager will be required to work closely with NYCERS division project stakeholders including Business Sponsorship, Business Analysts, IT development teams, Quality Assurance, Vendors, and external agencies, providing EPMO Project management services.

Primary Responsibilities:
• Minimum of 5 years experience as a Senior Project Manager, managing small to large scale projects and programs
• Experience adopting PMBOK project management concepts for PMLC practices
• Broad experience with Solution Delivery Life Cycle (SDLC) methodologies
• Strong interpersonal skills, including stakeholder relationship management, negotiation, problem resolution, and customer service
• Ability to successfully track and maintain multiple priorities
• Seasoned written and verbal communication skills.
• Act as a point of escalation for issues raised by those in the team (Troubleshoot problems identified, Initiate follow-up corrective actions)
• Handle business and project issues proactively and escalates appropriately
• Uphold team standards and operating procedures
• Facilitate effective project team interaction
• Ensure that all deliverables meet the organization’s quality standards
• Partner with the business units to identify, develop and implement process improvement initiatives facilitated by technology capabilities or process re-engineering.

Preferred Skills and Experience:
• Experience with program and portfolio management concepts and their application
• Experience with EPMO Demand, Resource, and Capacity management methods and techniques
• PMI Project Certifications (PMP, PgMP, PfMP, CAPM)
• Experience with Planview PPM tools (PPM Pro, Enterprise One)
Internal candidates must have been rated satisfactory or better on their last annual evaluation.  
Candidates must be permanent in the title Computer Systems Manager to apply

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING POSTING NUMBER 009-24-0018 AND A COPY OF A CURRENT RESUME TO:

CITY EMPLOYEES: Employee Self Service (ESS). www.nyc.gov/ess Search for Job ID# 598597
ALL OTHER APPLICANTS: www.nyc.gov/careers/search Search for Job ID# 598597

DATED: 08/15/2023 POST UNTIL: 08/30/2023 NYCERS POSTING NUMBER: 009-24-018

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.