Civil Service Title: Community Coordinator   Level: NA
Title Code No: 56058   Salary: $65,000 - $75,000
Office Title: IT Project Manager   Work Location: Arsenal West, Manhattan
                                                   Number of Positions: 2

MAJOR RESPONSIBILITIES

- Under direction, with latitude for independent initiative and judgment, manage medium to small scale Information Technology (IT) projects.
- Analyze current business processes to understand requirements, business roles, responsibilities and procedures.
- Throughout all project phases, communicate and collaborate with internal IT units as well as various divisions within the Agency, other agencies and vendors to ensure successful project completion.
- Work with end-users, technical staff, and upper management to analyze and interpret project goals for effective planning and development of project deliverables.
- Work with managers to assist in determining project schedule plan, execution and performance evaluation.
- Formally document all initiated projects; maintain baselines and schedules for time and work assignments.
- Review requirements, handle change control and manage stakeholder expectations.
- Assist in managing project budgets and contracts. Participate in the procurement process.
- Submit regular report project status to the Supervisor and Deputy Director responsible for project management.

QUALIFICATION REQUIREMENTS

1. A baccalaureate degree from an accredited college and two years of experience in community work or community centered activities in an area related to the duties described above; or
2. High school graduation or equivalent and six years of experience in community work or community centered activities in an area related to the duties as described above; or
3. Education and/or experience which is equivalent to "1" or "2" above. However, all candidates must have at least one year of experience as described in "1" above.

Residency in New York City, Nassau, Orange, Rockland, Suffolk, Putnam or Westchester counties required for employees with over two years of city service. New York City residency required for all other candidates.

PREFERRED SKILLS/QUALIFICATIONS

1. Bachelor's degree in computer science or a closely related field.
2. Certified Associate in Project Management (CAPM) or Project Management Professional (PMP) certification.
3. Excellent writing, analytical, organizational, communication and time management skills.
4. Understanding of web design, usability standards, web technologies and their practical application.
5. Strong background in software design, development and database management.
6. Valid New York State driver license.

City Employees:
1) Apply through **Employee Self Service (ESS)** under Recruiting Activities
2) Search for **Job ID#: 248318**

Include your ERN on all correspondence.

For all other applicants:
Click here to apply: IT Project Manager
1) Go to www.nyc.gov/careers/search
2) Search for **Job ID#: 248318**

POST DATE: 07/22/16	POST UNTIL: 08/05/16	Job ID#: 248318

NOTE: All resumes must be received no later than the last day of the posting period.