

**The City of New York**  
Office of Collective Bargaining  
**CITYWIDE JOB VACANCY NOTICE**

<b>Office Title: Director of Information Technology</b>	<b>Level: M1</b>	<b>Title Code: 10050</b>
<b>Civil Service Title: Computer Systems Manager</b>	<b>Salary: \$69,000 - \$70,000</b>	
<b>Bureau: Office of Collective Bargaining</b>		
<b>Division: Management Information Systems</b>	<b>Number of Positions: 1</b>	
<b>Work Location: 40 Rector Street, New York, NY 10006</b>	<b>Hours/Shift: 35 hrs./week</b>	

**JOB DESCRIPTION**

The Director of Information Technology will be responsible for all aspects of OCB's Computer Systems and Information Technology, under varying levels of managerial or executive direction. The position combines significant policy input and program impact at an agency-wide level with direct control over all the resources necessary to operate the OCB IT program 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, including budgeting and procurement.

Current acquisition of Case Management software in progress, candidate will assume project management responsibilities. The candidate will also oversee all IT aspects of an anticipated Agency move in 2013, including selection of technology, technology budget, and procurement. He/she will maintain network connectivity and monitor network performance, plan and perform regular system maintenance on Windows systems and provide hardware support for wireless access points and wireless network adapters, printers and scanners. He/she will ensure that hardware and software meet security requirements and that staff adheres to security policies. He/she will troubleshoot and resolve network connectivity issues in the LAN or Wireless LAN. He/She will build and configure user desktops, laptops and mobile devices for use with the network environment. He/she will provide training and support to end-users for new software, hardware, and applications. Create network and e-mail accounts to be used by employees. Will be responsible for updating and managing agency's website to ensure the public is able to access accurate information regarding the agency's business. Configure online forms. Selected candidate will perform overall related work, disaster recovery, and, when necessary, perform the duties of related lower titles and Assignment Levels.

**PREFERRED SKILLS**

The preferred candidate should have expertise and significant hands-on experience in Microsoft Software Technology, Active Directory, databases, applications, backup/replication, antivirus/spy ware/intrusion detection, remote access solutions, terminal services, thin clients/laptops/pc's and handhelds. Experience with Microsoft Access and Adobe Live Cycle. Minimum of 4 years experience installing, configuring and troubleshooting Windows 2003, XP and 7 in a multi-server Active Directory environment. Ability to work independently. Excellent troubleshooting skills and good communication skills.

**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.

**TO APPLY, PLEASE SUBMIT YOUR RESUME WITH COVER LETTER AND JVN NUMBER TO:**

Melissa Trasky, Director of Administration, Office of Collective Bargaining, [Mtrasky@ocb.nyc.gov](mailto:Mtrasky@ocb.nyc.gov) or at  
40 Rector Street, 7<sup>th</sup> Floor, New York, New York 10006

**For more information about OCB, visit us at: [www.ocb-nyc.org](http://www.ocb-nyc.org)**

**Post Date: 5/10/2012**

**Post Until: Filled**

**JVN: 313-12-20120003**

**The City of New York and OCB are Equal Opportunity Employer**