

**NEW YORK CITY TAXI AND LIMOUSINE COMMISSION
CITYWIDE JOB VACANCY NOTICE**

Civil Service Title: Computer Systems Manager Level: MI
Title Code: 10050 Work Location: Manhattan
Office Title: Director of Web Development Salary: \$40,720 - \$83,129
Division/Work Unit: Management Information Systems No. of Positions: 1

JOB DESCRIPTION

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision performs difficult and responsible professional managerial work as follows: Serve as primary TLC Internet/Intranet Web Master and Liaison to the Department of Information Technology Telecommunication (DOITT) on Web related issues, Office of New Media (ONM), and other City agencies, use initiative and judgement in the planning, development and implementation of the agency's Internet and Intranet sites. Responsible for the design, development and implementation of interactive forms and applications. Use Dreamweaver to build and maintain the TLC Website. Adhere to NYC.GOV style guide and comply with all NYC Standards for Web development. Responsible for the management and maintenance of all of the four TLC's locations' network systems including infrastructure support: servers, desktops and computer-related device services; users network administration, training, and support; monitor systems to assure that it is operational and that proper backups are performed by staff. Set up/disable user accounts and access rights. Set up/disable GroupWise email accounts. Maintenance of hardware and software, troubleshooting, repairing of and upgrading of hardware and software. Manage the application planning, development and implementation process. Research and select appropriate software applications. Develop Internet application using HTML (HyperText Markup Language), JavaScript and Dream Weaver software. Design, program, debug and document a user-friendly Internet application. Conduct ongoing diagnostic reviews, reconfiguring, testing and upgrading of the Internet applications. Oversee and assist in the installation, maintenance and troubleshooting of software and hardware issues. Troubleshoot problems with all network equipment. Contact vendors for required service including DOITT, CityNet, Dell and Lexmark. Provide Microsoft Word, Excel and GroupWise training for Executive Staff, managers and staff members. Assist with the design of network infrastructure including security plan. Work with consultants to provide technical and operational assistance. Assist with project implementation. Responsible for ongoing system maintenance and upgrade.

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 mainframe, mini or micro-computer technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing, 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
A four year high school diploma or its educational equivalent and six years of experience as described in "1" above; or
- 3) 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 years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

Note: The following types of experience are **not acceptable**: superficial use of pre-programmed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

PREFERRED SKILLS

Must be skilled in the use of Dreamweaver MX. Experience with Windows 2000 Server. Experience with Linux Server

To Apply, Please Submit Resume, Letter To:
NYC Taxi and Limousine Commission
Paula Navarro
Human Resources Division
40 Rector Street - 5th Floor
New York, New York 10006

Post Date: September 10, 2003	Post Until: September 24, 2003	JVN: 156-04-07
-------------------------------	--------------------------------	----------------

The NYC Taxi and Limousine Commission is an Equal Opportunity Employer