IT Computer Systems Manager, Level 5 – Provisional

Deputy CIO

Department of Informational Technology

Job ID: 13349

Job Title Name: Deputy Chief Information Officer

Contract Title: Computer Systems Manager

Position Type: Regular

Closing Date: 10/22/15 (job reopened)

Compensation: $99,727 - $125,000*
   *Salary is commensurate with experience and qualifications

College website: http://www.jjay.cuny.edu

GENERAL DUTIES

I.T. Computer Systems Managers manage and direct an Information Technology area at a College or University level. They set policies and procedures, direct technical staff, and maintain responsibility for administrative as well as technical issues within their assigned area(s) of responsibility. They may manage major and/or large, complex information systems activities and/or manage a unit or group.

This job is in CUNY's Classified Managerial Service. The full specification is available on our web site at http://www.cuny.edu/about/administration/offices/ohrm/hros/classification/ccsjobs.html

CONTRACT TITLE

Computer Systems Manager

FLSA

Exempt

CAMPUS SPECIFIC INFORMATION

Reporting to the Chief Information Officer (CIO) of the Department of Information Technology (DoIT), the Deputy Chief Information Officer (DCIO) is responsible for planning, managing, administering and organizing all projects and computer-related operations. In consultation with the CIO, the DCIO will set policies and procedures for carrying out all projects and assigned work. In the absence of the CIO, the DCIO will serve in his place and will oversee DoIT operations. Typical duties include but are not limited to:

- Coordinate with area Directors and Managers the development of specific project plans and communicate timelines and progress reports to the senior administration and the College community.
- Assist the CIO in developing and managing DoIT budget and coordinate with Business Office and other areas to keep the budget updated.

- Conduct periodic reviews of DoIT policies, procedures and operations and recommend and implement improvements to provide continuous enhancement of DoIT services.

- Coordinate complex procurements with the John Jay business office in accordance with NY State agency procurement guidelines. This includes the preparation of related documents (RFP, SOW, etc.) and the assessment of vendor responses, particularly their alignment to the needs and strategic direction of the college.

- Collaborate with administrative offices to enhance department productivity through effective development and implementation of technology solutions.

- Collaborate with Academic Affairs to ensure Academic Technology enhancements and improvements are realized.

- Provide coordination and monitoring of the activities and progress of the different technology groups; regularly meet with faculty on specific technical requirements.

- Identify and evaluate alternative solutions to current business problems and issues. Take a key role in the oversight planning and implementation of new services, technologies, software and upgrades. Provide foresight and strategic planning to move the college forward technologically. Work with the CIO, other IT managers, and the campus community to help formalize strategic IT goals and the needs of the institution, including ways to meet them.

- Coordinate with site licensing coordinator and CUNY-CIS for software, hardware and telecommunications and other site licensing contracts for DoIT and negotiate such contracts as assigned.

- Be able to engage in hands on technical work as required.

- Prepare analysis and reports on staff efforts, and make presentations to the CIO, users and advisory committees; and complete other work as assigned or necessary.

- Insure that critical infrastructure service levels within networking, telecommunications, back-end systems and messaging are always maintained.

- Work with the CIO to foster effective working relationships with DoIT and academic/administrative colleagues.

- Understand and lead the colleges Academic Technology Initiatives.

- Troubleshoot and resolve complex computing and user-specific problems as necessary.

- Other duties as assigned.

John Jay College of Criminal Justice, a senior college of the City University of New York (CUNY), is an internationally recognized leader in educating for justice, committed to the advancement of justice and just societies. It is a public liberal arts college that enriches the entire learning experience by highlighting themes of justice across the arts, sciences, humanities, and social sciences. Located steps from Lincoln Center at the cultural heart of New York City, the College offers bachelors and masters degrees and participates in the doctoral programs of the Graduate Center of the City University of New York. John Jay College is also recognized for serving a broadly diverse student population. Under the leadership of its fourth president, Jeremy Travis, John Jay College has experienced unprecedented faculty hiring, an expansion of its curricular offerings, and the opening in 2011 of a new 600,000 square foot building complete with a black-box theatre, state-of-the-art lab space for students and faculty, a moot courtroom, and a variety of virtual learning settings.
MINIMUM QUALIFICATIONS

1. Six (6) years of progressively responsible full-time paid information systems technology experience, at least 18 months of which shall have been in an administrative or managerial capacity in the areas of computer applications programming, systems programming, information systems development, data telecommunications, data base administration or a closely related area.

2. Education at an accredited College or University may be substituted for the general information systems technology experience at the rate of one year of college for 6 months of experience up to a maximum of 4 years of college for 2 years of experience. In addition a Master’s degree in computer science or a closely related field from an accredited college or university may be substituted for an additional year of the general information systems technology experience. However, all candidates must possess the 18 months of administrative or managerial experience described above.

This title has multiple levels. In addition to the minimum qualifications above, additional qualifications, such as education, experience, or certification relevant to the area of specialization are required.

OTHER QUALIFICATIONS

The ideal candidate will possess the following:

- At least eight to ten years of progressively responsible experience in the management, development and implementation of computing systems.
- Knowledge of instructional design and project management concepts as well as a minimum of five years' experience in the actual development and implementation of systems.
- Experience in Project Management.
- Experience in network systems, Microsoft Exchange, Academic Systems and other higher education applications and systems.
- A clear vision of current and emerging trends in technology.
- Excellent interpersonal and communication skills, effective planning and problem-solving abilities and strong technical expertise.
- The ability to work effectively with multiple constituencies to provide high quality services and establish consensus.

COMPENSATION

Revised rate:

$99,727-$125,000*

*Salary is commensurate with experience and qualifications

BENEFITS

CUNY offers a comprehensive benefits package to employees and eligible dependents based on job title and classification. Employees are also offered pension and Tax-Deferred Savings Plans. Part-time employees must meet a weekly or semester work hour criteria to be eligible for health benefits. Health benefits are also extended to retirees who meet the eligibility criteria.

HOW TO APPLY

To apply please visit: www.jjay.cuny.edu/jobs. Once you have registered or logged in with your user name and password, upload your cover letter, resume, and the names and contact information of three professional references as one document.

CLOSING DATE

Job reopened:
Revised closing date: October 22, 2015

JOB SEARCH CATEGORY

CUNY Job Posting: Managerial/Professional

EQUAL EMPLOYMENT OPPORTUNITY
We are committed to enhancing our diverse academic community by actively encouraging people with disabilities, minorities, veterans, and women to apply. We take pride in our pluralistic community and continue to seek excellence through diversity and inclusion. EO/AA Employer.