Job Title	Information Technology Director
PVN ID	VA-1510-000774
Category	Information Technology
Location	OFFICE OF SR. UNIV DEAN FOR ACADEMIC AFFAIRS
Department	CUNY Central - Office of Academic Affair
Status	Full Time
Annual Salary	$65,000.00 - $85,000.00
Hour(s) a Week	35
Closing Date	Feb 23, 2016 (Or Until Filled)

General Description

Program Description
CUNY Research Foundation is hiring an IT Director to be responsible for the design, management of development, deployment, and coordination of all ActionNYC program-related information systems. With this goal in mind, ActionNYC will support community-based organizations and legal service providers to conduct targeted outreach, comprehensive immigration legal screenings, navigation, application assistance, and referrals to ancillary services.

Position Description
CUNY Research Foundation is hiring an IT Director to be responsible for the design, management of development, deployment, and coordination of all ActionNYC program-related information systems. The IT Director will work with the Program Manager, Legal Counsel, and IT Field Technician to help execute comprehensive plans for a robust and integrated service delivery system.

Roles and Responsibilities
Job responsibilities for the IT Director include, but are not limited to:

- Prepare and implement detailed project plans for the development and maintenance of ActionNYC program related information systems, and ensure timely delivery of work products;
  • Manage vendor application development teams to build, test, and implement all ActionNYC information management systems;
  • Test various modules to requirements, including unit testing, system testing, volume testing, and user acceptance testing;
  • Design, develop and implement web-based systems;
  • Interface with users to develop and clarify functional requirement specifications, programming specifications and other required documentation;
  • Demonstrate system features and workflows in trainings to ActionNYC staff and users;
  • Coordinate efforts associated with researching and analyzing existing applications and recommending

solutions that lead to efficiencies;

Other Duties

- Work closely with the ActionNYC IT Field Technician to ensure proper hardware and network configurations for IT resources;
  - Communicate and interface with management;
  - Position requires willingness to travel to all 5 boroughs; and
  - Ad hoc duties as circumstances warrant.

Qualifications

Must have excellent communication and interpersonal skills, and be comfortable dealing with high-level staff as well as other end-users;
• Should be self-motivated, with exceptional analytical and problem solving skills;
• At least 1-3 years of satisfactory experience in a project leader capacity or as a major contributor on a complex project in data administration, database management systems, data communications systems, capacity planning, and/or web-based application programming;
• Experience in architecting and designing complex and high performance/scalable web applications;
• In-depth and hands-on experience with Microsoft technologies;
• Experience with web services APIs - SOAP and REST-based web service APIs, the Bulk API, and the Metadata API a plus;
• Experience building web-based applications using one of the mainstream programming languages (Java, Perl, Python, PHP, Ruby, etc.) a plus;
• Must have the ability to work independently as well as in a team environment;
• Experience mediating among groups with competing perspectives and trouble-shooting in a fast-paced environment; and
• Highly detail-oriented and committed to rapid execution.