



New York City Employees' Retirement System Job Vacancy Notice **CITYWIDE**

Civil Service Title: Computer Systems Manager, M-3

Title Code: 10050

Business Title: Project Portfolio Manager

Salary: \$81,083 – \$150,000 (Annual)

Division: Enterprise Project Management Office

Unit: Enterprise Project Management

Job Description:

NYCERS is in search of a project management professional to take on the role of Project Portfolio Manager within the Enterprise Project Management Office (EPMO). In this position, you will be responsible managing Portfolios, Program, Projects, plus related tasks assigned by the Deputy Director (*including owning / managing individual projects in an individual contributor Project Manager capacity*). The successful candidate will contribute to and uphold both the existing and newly developing EPMO governance framework. Plus, the successful candidate will be effective at communicating and building relationships to ensure quality / accuracy standards are met in accordance with EPMO and organizational strategies. To ensure successful job performance, this role demands working knowledge of project management practices, flexibility to take on tasks as assigned, ability to navigate conflict, a 'can do' attitude, and a mindset to contribute to and support change.

Primary Responsibilities:

- **Project Management:** Plan, execute, and oversee assigned Portfolios, Program, and Projects as assigned, and coordinate with relevant stakeholders to ensure project outcomes are met within specific constraints (e.g., scope, schedule, risk tolerance). Takes ownership of projects in a Project Manager capacity. Report Portfolio, Program, and Project status, provide support to achieve Organizational Goals and Objectives. Manage multiple projects/tasks of varying complexities, stages, and deadlines. Ensure associated systems (e.g., Planview) and supporting documentation (e.g., SharePoint, Requests for Change) are comprehensively updated to ensure reliable reporting.
- **Stakeholder Engagement / Collaboration:** Build and maintain positive relationships with internal and external stakeholders to foster alignment with project goals (e.g., leadership, EPMO personnel, project teams, customers, external agencies). Able to negotiate, resolve problems, and focus on customer service excellence. Bring wins / concerns to the attention of the Deputy Director EPMO and a timely basis.
- **Risk Management:** Identify and review potential risks and challenges associated with assigned Portfolios, Program, and Projects and partner with associated team to develop mitigation strategies to proactively address. Monitor Portfolios, Programs, and Projects to ensure compliance with relevant regulations and standards. Escalate to the Deputy Director EPMO on a timely basis
- **Leadership:** Initially operate as an individual contributor who will manage Portfolios, Programs, and project – *and will also take ownership of projects in a Project Manager capacity*. Over time this role may supervise a team responsible for supporting assigned Portfolio(s) needs and overseeing daily functions.
- **Support to the Deputy Director EPMO:** Serve as key and trusted partner to the Deputy Director EPMO. Assist the Deputy Director EPMO with implementing effective Governance across the EPMO Portfolios (e.g., presentation) and support leadership's Change Management vision plus related improvement initiatives (e.g., prioritization, demand / capacity, implementation of hybrid agile practices).
- **Certifications:** Project Management Professional (PMP) certification preferred

Preferred Skills and Experience:

- Bachelor's degree in business administration, Project Management, or related field.
- Minimum of 3 years of experience in project management, with at least 1 year in a leadership role



- Proven track record of successful project delivery in a complex organizational environment
- Strong leadership, collaboration, and team management skills
- Excellent communication and interpersonal skills
- Ability to work effectively with internal and external stakeholders at all levels
- Solid understanding of project management methodologies and best practices
- Strong organizational and analytical skills
- Ability to prioritize and manage multiple projects simultaneously
- Knowledge of financial management and budgeting processes
- Proficiency in Microsoft Office Suite and project management tools
- Ability to adapt quickly to changing priorities and deadlines
- Strong problem-solving skills and attention to detail
- Ability to work independently and as part of a team
- Knowledge of government regulations and policies related to project management is a plus
- Flexible and capable of performing multiple tasks
- Proficient in Microsoft Excel and Word

MINIMUM REQUIREMENTS ARE ATTACHED
New York City residency is not required
NYCERS is an Equal Opportunity Employer

**Internal candidates must have been rated satisfactory or better on their last annual evaluation.
Applicants Must Be Permanent in the Computer Systems Manager title to apply**

TO APPLY FOR CONSIDERATION, PLEASE FORWARD A COVER LETTER INDICATING
POSTING NUMBER 009-25-0030 AND A COPY OF A CURRENT RESUME TO:
<https://cityjobs.nyc.gov/> Search for Job ID#: 695036

DATED: 12/23/2024

POST UNTIL: Until Filled

NYCERS POSTING NUMBER: 009-25-0030



Minimum Qualification Requirements:

1. A master's degree in computer science from an accredited college or university and three (3) years of progressively more responsible, full-time, satisfactory experience in Information Technology (IT) including applications development, systems development, data communications and networking, database administration, data processing, or user services. At least eighteen (18) months of this experience must have been in an administrative, managerial or executive capacity in the areas of applications development, systems development, data communications and networking, database administration, data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college or university and four (4) years of progressively more responsible, full-time, satisfactory experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent, and six (6) years of progressively more responsible, full-time, satisfactory 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 and must possess at least three (3) years of experience as described in "1" above, including the eighteen (18) months of administrative, managerial, executive or supervisory experience as described in "1" above.

In the absence of a baccalaureate degree, undergraduate credits may be substituted for a maximum of two (2) years of the required experience in IT on the basis of 30 semester credits for six (6) months of the required experience. Graduate credits in computer science may be substituted for a maximum of one (1) year of the required experience in IT on the basis of 30 graduate semester credits in computer science for one (1) year of the required IT experience. However, undergraduate and/or graduate credits may not be substituted for the eighteen (18) months of experience in an administrative, managerial, executive, or supervisory capacity as described in "1" above.

Note:

This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter if you would like to be considered for the position under the 55-a Program.

Note:

The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy.