

The Governor's Office of Storm Recovery

Job Posting

Position Title: Applications Project Manager

About Us

The New York State (NYS) Office of Storm Recovery coordinates & implements State programs for Hurricanes Sandy and Irene & Tropical Storm Lee for housing, business, infrastructure & community planning.

Governor Cuomo created the Office of Storm Recovery in June 2013 to centralize recovery and rebuilding efforts in storm-affected municipalities throughout New York State. In close collaboration with local and community leaders in these areas, the Office, under the New York Rising umbrella, is working to respond to communities' most urgent rebuilding needs while also identifying long-term and innovative solutions to strengthen the State's infrastructure and critical systems for the future. New York Rising programs include: 1) the Housing Recovery program, which provides homeowners with assistance for home repairs/rehabilitation, mitigation and elevation, and buyouts; 2) the Small Business program, which includes small business grants of \$50,000 or more and low-interest loans for businesses recovering from the storms; and 3) the Community Reconstruction Program, which provides assistance through a community-driven initiative to develop distinct comprehensive recovery plans which increase resilience and economic development in the regions affected by these three storms.

Position Summary

This position is responsible for evaluating, planning and executing IT-related projects. The position requires an individual with a deep understanding of managing complex projects across various functional disciplines.

PRIMARY DUTIES AND RESPONSIBILITIES: The following are the primary duties and responsibilities of this position; however, this is not an all-inclusive listing. Other duties may be assigned.

- Manage the entire project lifecycle from project initiation through closure
- Facilitate the definition of project scope, resources, timing, goals and deliverables
- Define project tasks and resource requirements
- Develop full scale project plans, including specific activities/tasks and timelines
- Manage project budget, contracts, and invoices
- Manage people resource allocation
- Track project deliverables and manage team members to ensure deliverables are accomplished within specified timeframe
- Provide direction and support to project team
- Monitor and report on progress of the project to all stakeholders
- Facilitate issue identification and resolution
- Oversee integration, string and unit testing to ensure a high degree of quality
- Manage across cross-functional teams to reach a common goals

- Effectively collaborate with other teams to document requirements for new functionality as required in support of the project, which may include application configuration, custom enhancements and custom reports
- Develop procedures, processes and guidelines that enhance the overall effectiveness of project management team

Job Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Masters degree in Management Information Systems, Computer Science, and/or Public Affairs, or equivalent work experience
- 4 years experience in an Information Technology project management and/or lead systems analysis function
- Demonstrated experience successfully implementing large scale technology projects in the public sector
- Demonstrated understanding of all aspects of a full life cycle project implementation and support
- Experience with complex implementations that include packaged software and custom development is a must
- Excellent written and oral communications skills; ability to lead discussions, present ideas to audiences of all sizes, and interact with all levels of the organization
- Strong communication and interpersonal skills, with the ability to relate well and cooperate with others to effectively coordinate activities and accomplish goals
- Proven ability to understand complex business processes and suggest possible solutions
- Experience leading and managing project team members and deliverables
- High degree of proficiency with the Microsoft Office Suite and Microsoft Project is a must
- Demonstrated ability to analyze and provide effective problem solving