Battery Park City Authority

A City within a City

The Hugh L. Carey Battery Park City Authority is a New York State public benefit corporation whose mission is to plan, create, coordinate, and sustain a balanced community of commercial, residential, retail, and park space within its designated 92-acre site on the lower west side of Manhattan. There is a recognition that, as development of new parcels is completed, the importance of maintenance within the mission will become more significant.

Come Grow with US!

Great Community!   Great Work Culture!

Job Title: **Director of Management Information Systems**

Job Status: **Full-Time**

Department: **MIS**

Salary Range: **$120,000 – $145,000 annually**

Location: **200 Liberty Street 24th Floor New York, NY 10281**

POSITION SUMMARY:

The Director of Management Information Systems is responsible for overseeing the planning, design, integration, implementation, maintenance and support of all information technology (IT) functions for Battery Park City Authority (BPCA). Other core responsibilities include managing MIS Department employees and third party vendors, budget development and monitoring, and coordinating the progress of all active technology initiatives and projects.

Essential Duties:

Strategic Planning

1. Develop a strategic technology vision and formal plans (long and short term) for the best use and support of all BPCA information systems.
2. Collaborate with senior management and staff in the development of these plans to achieve organizational goals.
3. Oversee the implementation and support of high-quality cloud, platform, and infrastructure solutions that support BPCA's business strategies.
4. Develop and enforce IT & IS policy and procedures to ensure the protection of IT assets, data integrity, network security and privacy.
5. Prioritize initiatives and coordinate the evaluation, deployment and management of current and future technology systems and projects consistent with organizational goals and business requirements.
6. Monitor and evaluate trends and developments in information technology, services and products.
7. Identify and execute opportunities for automation, scale, and business self-service.

Organization / Staff Management

1. Manage a team of four (4) full- and part-time MIS Department employees, including: workload management, performance reviews, timesheet approvals, and staff training and development
2. Prepare and administer the MIS Department's operating and capital budgets, tracking all expenditures for technology related projects, equipment, and improvements.
3. Manage the procurement process for all IT-related expenditures in accordance with BPCA's Procurement Guidelines and applicable laws, rules, and regulations.

Information Security Management

1. Coordinate and monitor a strategic, comprehensive enterprise information security and IT risk management program.
2. Develop and enhance BPCA's information security management framework.
3. Work directly with internal stakeholders to facilitate risk assessment and risk management processes.

Operations Management
1. Have primary accountability for the seamless functioning of BPCA's IT systems, including approximately 160 workstations, servers, and network equipment across five (5) office locations (2 primary locations), as well as the growing public Wi-Fi network in Battery Park City.
2. Ensure timely, responsive and appropriate problem-solving and root-cause analysis in all matters pertaining to BPCA's technology functions.
3. Develop, implement, maintain and regularly test BPCA's Disaster Recovery and Business Continuity Plan to ensure timely and effective restoration of IT services, as needed.
4. Develop, communicate and enforce policies and standards for acquiring, testing, implementing and operating technology systems.

Vendor/ Contract Management

1. Develop and maintain effective business partnerships with vendors to ensure responsive and high-quality service and product delivery.
2. Manage vendors to ensure continuous delivery of technology in accordance with service level agreements and contractual obligations.
3. Implement and maintain appropriate vendor-management policies.

Education and Experience:

- Bachelor's or Master's Degree in Information Technology, Information Systems, Cyber Security or other related field.
- Fifteen (15) years of increasing responsibility in Information Technology, including direct accountability for project management and implementation, technical and customer support, strategic planning and budget oversight.
- Five (5) years of experience managing outsourced Information Technology services including contract administration.
- Knowledge of common information security management frameworks, such as ISO/IEC 27001, and NIST.
- Experience with Cloud computing/Elastic computing across virtualized environments.
- Comprehensive knowledge of business principles and techniques of administration, organization and management, including finance, marketing and operations.
- Knowledge of state-of-the-art information systems and their application to business environment.
- Excellent written and verbal communication skills.
- High level of personal integrity.
- Innovative thinking and leadership with an ability to lead and motivate cross-functional, interdisciplinary teams.
- Excellent judgment and problem-solving abilities.

Competencies:

- Data Management - Capacity to use data to improve processes and operations while analyzing results and presenting findings to others
- Planning and Organization - Coordinating your resources and budgets to meet deadlines or achieve targets
- Strategic Management - Reviewing multiple business areas and evaluating data, systems and processes to make informed decisions
- Technical Capability - The ability to identify how you can use systems and technology to improve ways of working
- Professionalism and Ethics – sets a positive example for others by following high ethical standards
- Strategy and Innovation – focus on the big picture, ensuring that goals and objectives are strategically aligned with the organization's vision and mission
- Empower Others – gives employees confidence and allows freedom to complete tasks

- Influence – enlists the support and cooperation of others and encourages them to be proactive

Physical Requirements: N/A

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