NYC DCAS
Citywide Administrative Services

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Information Technology (IT) Management Academy – Frequently Asked Questions (FAQs)

1. What is the IT Management Academy?

The IT Management Academy is a professional development program for City employees in IT leadership roles (Director level and above). It is designed to strengthen managerial skills, enhance strategic thinking, and deepen understanding of Citywide technology operations.

2. Who is eligible to participate?

Eligible participants must be:

- Full-time employees of a New York City agency
- Serving in an IT-related title or function
- At the Director level or above
- Endorsed by their agency head and Chief Information Officer (CIO)

3. What topics are covered in the program?

Program topics include:
- Leading high-performing IT teams
- Enhancing emotional intelligence
- Team creativity and ideation
- Delegating effectively
- Aligning technology resources with business objectives
- Strategic planning and digital transformation
- Change management and innovation
- Communication and stakeholder engagement

4. How long is the program?

The program runs for approximately **12 weeks**, from August through November, with weekly full-day sessions. A detailed schedule will be shared with participants upon their acceptance.

5. What happens if I miss a class?

Participants will be allowed to miss one (1) session throughout the program's cycle for which they are selected. Additional absences will result in the participant being dropped from the program.

6. Is there a cost to participate?

No. As part of the inaugural IT Management Academy, the **$3,500 fee per participant** that is typically charged is being fully covered by the Office of Technology and Innovation (OTI).

7. How do I nominate someone?

Nominees must be nominated by their agency and submit a nomination package that includes:

- Nomination information
- Short written responses
- Signed manager information and statement of understanding
- Signed agency head and Chief Information Officer (CIO) endorsements
- Updated resume

Details are included in the nomination package shared with agencies.

8. How do I submit a nomination package?

To submit a nomination package, send a single email with all materials attached in PDF format to ITManagementAcademy@oti.nyc.gov and cc ExecutiveDevelopment@dcas.nyc.gov.

9. What are the benefits of participating?

Participants will:

- Gain tools to lead complex IT initiatives
- Build a peer network of IT leaders across the City
- Develop a deeper understanding of citywide programs and applications
- Be better positioned for future leadership roles
- Apply new insights and skills to improve agency performance and service delivery

10. What is the selection process?

A review panel from the Department of Citywide Administrative Services (DCAS) and Office of Technology and Innovation (OTI) evaluates nominations based on leadership potential and impact to their current role, commitment to public service, strong communication, collaboration skills and agency support.

The selection process includes an initial review of the nominees' resumes, a group interview followed by an individual interview.

11. Will participants receive a certificate?

Yes. Participants who complete all program requirements will receive a **Certificate of Completion** from DCAS and OTI.

12. Who can I contact for more information?

For questions, please email the Executive Development team at
ExecutiveDevelopment@dcas.nyc.gov.