



Nomination Package

Application Deadline:
July 1, 2025

Program Dates:
August 2025 - November 2025

The New York City Information Technology Management Academy 2025



About the New York City IT Management Academy

The Academy Mission

The New York City IT Management Academy is a unique and distinctive program designed for experienced IT leaders who have positions of significant responsibility in IT at their agencies. The Academy aims to offer formal management training to participants who have demonstrated exceptional technical expertise, equipping them with the tools and framework needed to enhance their management and communication skills and become strategic leaders in their field.

Program Overview

The IT Management Academy focuses on critical management themes organized into three (3) coordinated design components:

People: Expand skills in leadership, executive communication, and managing IT teams.

Processes: Gain essential knowledge in procurement, budgeting, and labor relations to better manage IT operations and resources with Executive leadership.

Information Technology Management: Learn best practices from IT Executives to address real-life scenarios that speak to the City's unique management challenges.

Through a series of workshops presented by expert consultants, senior managers, and IT Executives across the City, the Academy will stimulate participants' analytical and creative thought, better equipping them to meet the daily challenges they face in increasing productivity and delivering excellence in IT services.

Nominee Qualifications

Nominees for the IT Management Academy must be city employees who:

1. Hold a director-level or equivalent position and are responsible for the design and/or implementation of city programs or procedures in the IT field;
2. Demonstrate exceptional technical expertise in their area of expertise; and
3. Have demonstrated a strong commitment to public service and aspire to positions of greater responsibility in the field of IT within city government.

Nominal Fee

As part of the inaugural IT Management Academy, the **\$3,500** program fee for each participant is being fully funded by the Office of Technology and Innovation.

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Curriculum Description

The IT Management Academy meets in person once per week, usually from 9 a.m. - 5 p.m. All workshops will be facilitated by a combination of senior city managerial practitioners, management consultants, and managers from the private and non-profit sectors.

Program Component	Related Topic Areas Explored in the Program
People	<ul style="list-style-type: none">• Strategic Influence for IT Leaders• Managing Changes in Government Technology• Effective Stakeholder Management
Processes	<ul style="list-style-type: none">• Bridging Management and Technology• Contract Management Essentials• Navigating City IT Operations to Effectively Manage Resources
Information Technology Management	<ul style="list-style-type: none">• Interactive Leadership Development• Emerging Trends from IT Leaders• Management Lessons from the Front Lines

Instructional Design

The academy will be largely interactive, using various learning methods including: group discussions, case studies, panels, role-playing simulations, and leadership engagement.

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Part 1: Nominee Profile Information

Today's Date:

Nominee Background:

Last Name:

First Name:

Work ID/Employee Reference #:

Current Office Title:

Civil Service Title:

Agency:

Agency Address (Street, No., Fl., Rm):

City, State, Zip:

Agency Telephone:

Agency Email:

Nominee Statement of Understanding

I understand that participation in the IT Management Academy will require a time commitment of one day per week for approximately **12** sessions during the summer and early fall. I also understand that participation in the academy will require my involvement in outside assignments and agency-based application projects. If selected to participate, I will meet all participation requirements to the best of my ability.

Nominee's
Signature:

Date:

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Part 2: Short Written Response (To be completed by the nominee)

Instructions:

Please respond to the following three statements/questions. Limit responses to each question to 350 words or less. Lastly, attach an updated copy of your resume to your nomination form and list any managerial development/leadership training you have completed before or during your city employment.

1. Given the opportunities and challenges the City faces today, explain what you believe are the **most important** skills and abilities an IT manager must possess or develop to stay abreast of technological developments in city government?

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Part 2: Short Written Response (To be completed by the nominee)

2. Considering your response above, how do you manage your team to ensure they adapt to changes in technology?

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Part 2: Short Written Response (To be completed by the nominee)

3. What are your short and long-term career goals in city government? What roadblocks do you feel you must overcome to attain your professional goals?

Manager Information:

Last Name:

First Name:

Title:

Agency:

Agency Telephone:

Agency Email:

Manager Statement of Understanding

I understand that participation in the IT Management Academy will require a time commitment of one day per week for approximately **12** sessions during the summer and early fall for this employee. If selected, the nominee has my full support and will be released to fully participate in the program

Manager
Signature:

Date:

Chief Information Officer (CIO) Information:

Last Name:

First Name:

Title:

Agency:

Agency Telephone:

Agency Email:

CIO Statement of Understanding

CIO's
Signature:

Date:

Agency Head Recommendation

(To be completed **only** by the Agency Head)

Please check **one** of the responses below to indicate whether you recommend or do not recommend this nominee to participate in the IT Management Academy.

Recommend

I do not Recommend

Agency Head Statement of Understanding

I understand that participation in the IT Management Academy will require a time commitment of one day per week for approximately **12** sessions during the summer and early fall. If this nominee is selected, they have my full support and will be released to fully participate in the program.

Agency Head's Name (Print):

Agency Head's Signature:

Date:

Application Package Checklist:

Please check () that you have gathered all the required items before to submitting the application for consideration:

Part 1: Nominee Information

Part 2: Short Written Responses

Part 3: Signed Manager Information and Statement of Understanding

Part 4: Signed CIO

Part 5: Signed Agency Head Endorsement

Part 6: Resume

Please remember, only completed applications that include Agency Head approval/ authorization will be considered.

Submission Details:

Completed applications are due on Tuesday, July 1, 2025, and may be submitted to:

E-mail

Send **one** e-mail with all application materials attached in PDF format;
Subject: IT Management Academy 2025 to

ITManagementAcademy@oti.nyc.gov

and cc

executivedevelopment@dcas.nyc.gov

