VACANCY ID #228084

# EMPLOYMENT ANNOUNCEMENT

**TITLE: PROJECT COORDINATOR**

**WORKING TITLE: ENTERPRISE CONTENT MANAGEMENT (ECM) PROGRAM MANAGER**

**STATUS: TEMPORARY**

**BUREAU: INFORMATION TECHNOLOGY**

**LOCATION: LATHAM**

**SALARY GRADE (SG): NS ($111,708-$137,590)**

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**We are seeking talented and motivated support staff to work with our attorneys in the State's law firm. The selected candidate will be part of a fast-paced office, gaining experience while providing public service on behalf of the State of New York.** The Attorney General serves the public interest of all New Yorkers in matters affecting their daily lives, enforcing laws to protect consumers, tenants, patients, workers, investors, and charitable donors. The office coordinates statewide civil and criminal investigations, promoting economic and social justice, encouraging harm-reducing public health strategies, and preserving the state's environment.

Careers with the State offer multiple benefits, including **paid vacation leave (13+ days per year),** sick leave, **paid State holidays off, health insurance** including vision & dental, entry into the **NYS retirement** (pension) system, education and training, eligibility for public student loan forgiveness, and **job stability with promotional opportunities**. Workplace flexibilities include multiple options for employees, including **telecommuting** (up to two days per week) and alternative work schedules.

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## MINIMUM QUALIFICATIONS

Nine years of experience in large project/program management, business and IT strategy, budget, procurement and technical delivery with stakeholders. At least two years of experience must be at a managerial level.

Substitutions:
An associate's degree may substitute for two years of specialized experience; bachelor's degree may substitute for four years of specialized experience; master's degree may substitute for five years of specialized experience; J.D. may substitute for six years of specialized experience; Ph.D. may substitute for seven years of specialized experience.

## PREFERRED QUALIFICATIONS

- Experience managing enterprise projects delivering ECM/records management solutions on Microsoft 365/SharePoint Online GCC, including information architecture, metadata, retention, and eDiscovery.
- Experience in state or federal government.
- Experience in working with law firms or related (courts, investigations, law enforcement, regulatory agencies).
- Experience with large transformative IT projects with many diverse groups of users, complex procurements, broad requirements and sensitive, low-risk tolerance environments.
- Current PMP Certification.
- Organization Change Management experience/ProSci certification.
- Vendor management experience.

## DUTIES

Under the direction of the Deputy Chief Information Officer, NS, the Project Coordinator, NS, will serve as the Enterprise Content Management (ECM) Program Manager and will lead a multi-disciplinary team of Business Analysts, testers, and vendor teams to deliver the ECM program on time and within budget. The Project Coordinator will establish governance, manage vendor performance, and orchestrate bureau engagement to achieve measurable outcomes for the initiative.

- Align ECM program with organizational goals.
    - Document the overall strategy and ensure that all projects within ECM program fit into the broader vision of OAG.
    - Work closely with senior leadership to understand business priorities and translate these into actionable project plans.
- Define procurement requirements in collaboration with stakeholders and draft documents including but not limited to requests for proposals (RFPs) and evaluation criteria.
    - Prepare the contract documents and work with the Budget and Fiscal Management and Bureau (BFMB) to obtain approval from OSC.
- Maintain a holistic view of all the projects under ECM program, ensuring that each one meets its objectives, adheres to timelines, and stays within the budget.
- Provide guidance and leadership to the project.
    - Mentor team members and ensure effective communication across teams and foster collaboration.
    - Motivate team members, resolve conflicts, and ensure a positive working environment that enhances productivity.
- Collaborate with lead stakeholders to engage the active participation of bureau representatives in project activities, such as information architecture requirements, design, testing, content cleanup, migration, and user onboarding.
- Manage the overall project budget, ensuring that resources are allocated efficiently and cost overruns are minimized.
    - Collaborate with BFMB on vendor management.
    - Review budget burndown with executive sponsors.
    - Secure additional funding if required.
- Act as the primary point of contact for senior stakeholders, executives and clients.
    - Ensure that stakeholders are regularly informed about project progress, risks, and outcomes.
- Assist in evaluating and recommending solutions that meet business needs.
- Identify and mitigate risks early.
    - Find solutions that minimize impact and ensure project continuity.
    - Escalate issues for awareness and decision making, if needed.
- Ensure that all projects meet the organization's quality standards.
    - Review deliverables, ensure adherence to processes, and maintain consistency across projects.
    - Collaborate with quality assurance teams to develop appropriate metrics and benchmarks for measuring success.
- Manage vendor teams, holding them to the timely and thorough completion of deliverables and adherence to contract terms and OAG standards and policies.
- Manage change effectively across projects, ensuring that any adjustments to scope, timelines, or resources are handled with minimal disruption.
    - Communicate changes to stakeholders and ensure teams are equipped to adapt quickly.
- Other duties as assigned.

## HOURS

The agency's hours of operation are Monday through Friday, between 8:30 a.m. and 5:00 p.m. (37.5 hours/week). Scheduling determinations depend on the needs of each Bureau and will be communicated during interviews.

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## ADDITIONAL COMMENTS

The Office of the NYS Attorney General (OAG) cannot provide sponsorship for work authorization. Candidates need to be authorized to work in the United States to be employed by this agency. It is incumbent upon employees to maintain work authorization for the duration of their employment with the OAG. This agency does not participate in E-Verify for work authorization purposes.

## HOW TO APPLY

In your submission, you must provide sufficient information to determine from your resume and/or cover letter that you meet the minimum qualifications stated above. If a certificate or degree is required to demonstrate that you meet the minimum qualifications, you must provide proof that you hold the required certificate or degree. To apply, please send your resume, cover letter, and a copy of your degree/transcript (if applicable) to

HR.Recruitment@ag.ny.gov. Be sure to include the Vacancy # and Title of the position in the subject heading of your email. Candidates from diverse backgrounds are encouraged to apply. The OAG is an equal opportunity employer and is committed to workplace diversity. The Office of the NYS Attorney General provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify us at HR.Recruitment@ag.ny.gov or (518) 776-2500.

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**Posted** October 30, 2026