



# JOB ANNOUNCEMENT



## INFORMATION TECHNOLOGIES MANAGER ADMINISTRATIVE SERVICES DEPARTMENT - IT

<b>Posting Date:</b>	October 10, 2016	<b>Job Code:</b>	141
<b>Closing Date:</b>	Open Until Filled	<b>Grade:</b>	1029 – Exempt
<b>Pay Range:</b>	Hourly: \$24.36 - \$38.98 Annual: \$50,668 - \$81,078 <b>DOQ</b>	<b>Work Status</b>	Full Time

### JOB SUMMARY

Directs and manages all computer systems and information technology activities for the City of Gainesville. Plans and directs the development and administration of the City's systems and strategic planning to include the management of all hardware, operating systems, systems and applications software, and the personal computer network. Maintains and controls hardware and software functions of all City departments. Performs applications software analysis, design, development and management, providing conceptual and/or technical advice.

### MAJOR JOB RESPONSIBILITIES

Plans, directs and coordinates development, operation, and maintenance of the City's central system and personal computer network, including all hardware, operating systems, and systems and PC software, and maintenance agreements; manages ongoing operations and directs the development of future applications related to network servers, desktop computers, website, and local area networks.

Performs applications software analysis, design, development and management providing conceptual and/or technical advice.

Develops City-wide policies relating to various systems issues. Interfaces with departments to determine the best data management approaches to be used.

Develops and implements plans for communicating with and responding to other departments' information technology needs and requirements. Reviews requests for computer information services; monitors the effectiveness of services delivered.

Oversees the implementation of the City's Information Technology Master Plan.

Responsible for the direction, planning, organization and scheduling of work for the Information Technology Division.

Develops formalized goals and objectives annually for budgetary preparation. Monitors performance of the Information Technology Division as compared to goals.

Assists Administrative Services Director in developing the IT operating budget, including staffing, vendor technical support, and outsourcing requirements. Monitors expenditures under the current budget.

Responsible for keeping the Administrative Services Director and the City Manager apprised of trends present in the field of Information Technology.

Reviews, approves, and may prepare requirements for hardware, software, and computer supply purchases. Performs needs and cost analyses as needed. Recommends types of software and assists in developing bid specifications requests for proposals, and response reviews. Reviews formal designs ensuring security concerns and internal controls are addressed.

Monitors installation plans and integration of new systems, including timeliness and vendor participation. Contacts hardware/software vendors, and technical representatives.

Interviews, makes hiring recommendations, trains, evaluates, and disciplines departmental personnel as needed.

Directs, reviews and provides feedback to subordinates.

Recommends, coordinates, and schedules in-house and off-premises systems training.

Uses software report writer to provide management reports.

Coordinates software conversions to new or upgraded products.

Analyzes and evaluates the effect new or modified software has on current software applications.

Analyzes problems with programs. Tests and communicates with third party to resolve. Analyzes and implements security access to various software.

Oversees preparation and maintenance of systems documentation, procedures, and technical library.

Recommends, implements and monitors network and computer security measures, including firewalls, anti-virus software, etc.

Interfaces with other departments directly or through the Director, to include individual user department liaison; participates in technical work teams; and, interfaces with internal user groups.

Upgrades knowledge and skill by attending user group meetings, related seminars provided by vendors or governmental groups and systems continuing education courses.

Performs other related duties as required.

Employee subject to recall to duty in cases of emergency.

## **MINIMUM QUALIFICATIONS REQUIRED**

### **Education and Experience:**

Bachelor's degree in Information Technology or a related field from an accredited college/university.

Five years progressively responsible information technology experience, including supervisory experience.

Any equivalent combination of education and experience which provides the minimum level of qualifications stated above.

**Licenses and Certifications:**

A+, Net+, Microsoft®, and/or other PC and network certifications such as Cisco, SANs, virtualization preferred.

Valid Class C Driver's License and a satisfactory Motor Vehicle Record (MVR).

**Knowledge, Skills, and Abilities:**

Knowledge of industry-accepted systems standards, procedures, and related equipment.

Knowledge of principles of supervision, training, and performance evaluation desired.

Skill in operating computer equipment, data entry devices, personal computers, calculator and computer related equipment.

Ability to comprehend technical literature.

Ability to select, develop, organize, motivate, and effectively utilize staff.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to perform effectively under pressure and meet deadlines.

Ability to analyze data thoroughly.

*This class specification should not be interpreted as all inclusive. It is intended to identify the major responsibilities and requirements of this job. The incumbents may be required to perform job-related responsibilities and tasks other than those stated in this specification.*

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*Only candidates to be interviewed will be contacted.*

*As part of our hiring process, all applicants will be required to undergo a thorough background investigation which includes but is not limited to some or all of the following: contacting past employers, work and personal references, education, criminal history, motor vehicle record, and credit check. The City of Gainesville reserves the right to disqualify any applicant based on information discovered during the background investigation. Standard City of Gainesville hiring practices shall apply to all applicants.*



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*The City of Gainesville is committed to providing equal opportunity in all employment practices, including but not limited to selection, hiring, promotion, transfer, and compensation to all qualified applicants and employees without regard to age, race, color, national origin, gender, religion, disability, military service, or any other category protected by federal, state, or local law.*

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