

YECA

Position Description

Position: Information Technology Manager	
Division: Information Technology	FSLA: Exempt
Reports to: Agency Executive Director	Salary Grade:

Summary

Under the general direction of the Agency Executive Director, the Information Technology Manager plans, organizes, leads, and manages the Information Technology staff and the overall operations of the Agency's Information Technology infrastructure.

Distinguishing Characteristics

The incumbent in the Information Technology Manager position has the responsibility for planning, implementing, and managing the activities of the Agency's I.T. Division. The Information Technology Manager develops, prioritizes, implements, and monitors the Agency's information technology standards, goals, and procedures. The incumbent is also responsible for defining, developing, and implementing complex technology projects, including developing the objectives, priorities, quality, budgets, schedules, business measurements, scope, timelines and deliverables. The Information Technology Manager provides supervision and direction to the Information technology staff and is responsible for developing and implementing the information technology budget and expenditures.

Essential Duties and Responsibilities

- Capable of performing, without supervision or guidance, all of the duties of the Systems Administrator, and;
- Plans, organizes, leads and manages the IT staff and operations of the Agency's information technology infrastructure;
- Manages and sets priorities for the proper design, development, evaluation and maintenance of the Agency technology infrastructure systems such as LAN, WAN, Internet, Intranet, data communication systems, and ancillary security systems;
- Reviews and conducts feasibility studies, evaluates, and plans for various infrastructure upgrade projects, oversees conversions, migrations, implementation strategies;
- Prepares RFPs and evaluates bid proposals and specifications for complex infrastructure projects; prepares and reviews contracts, project plans, scope of work, status and summary reports and correspondence;
- Develops, reviews and directs the implementation of policies and procedures for the Agency's IT Division; directs the development of goals, objectives and policies for design, management and implementation of the Agency's information systems;
- Oversees regulatory compliancy and permitting with respect to Hazardous Materials Handling and Air Quality Resource regulations;

- Oversees Agency grants for all submissions, compliancy, and maintains status;
- Oversees routine maintenance of radio sites and participates in discussions, meetings, planning, and implementing new equipment needs for both radio and microwave systems;
- Prepares and administers the Information Technology budget;
- Supervises, trains, and evaluates professional and technical subordinates; provide technical advice and assistance to staff; selects and supervises the work of contractors;
- Coordinate and manage the inter-relationships of multiple simultaneous major information system/computer projects; develop and implement consistent standards that ensure the individual projects complement and integrate technologies that create efficiencies and eliminate redundancies;
- Develops, reviews, and administers the implementation of policies and procedures for the Agency's information technology division;
- Build and maintain positive working relationships with co-workers, other Agency employees, the YECA member agency partners, and others served by the YECA;
- Attend Governing Board meetings and provide comprehensive status reports and updates;
- Participates in regular scheduled meetings with the Agency Executive Director and key management staff;
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

Knowledge and Skills

This position requires a thorough knowledge of:

Principles of planning, organization, administration, management, supervision, and training.

Principles and practices of computer system design, systems life cycle, systems requirements and assessment techniques, and information technology security practices.

Installation, maintenance, customization, testing and integration of interrelated systems such as servers, LANs, WANs, SANs, switchers, routers, firewalls, and other similar system components.

Principles and practices of project management, including large and complex information technology projects.

Applicable federal and state laws and regulations regarding information technology implementation and use in a California Public Safety setting.

Abilities

Requires the ability to:

Plan, organize, coordinate, and direct the activities of subordinate staff.

Secure cooperation and teamwork among professional and technical staff.

Develop and maintain effective working relationships with YECA Agency staff, the YECA owners and partners, as well as other governmental agencies and businesses.

Communicate clearly and concisely, both orally and in writing, and make effective presentations.

Design, plan, implement, and manage large and complex information system projects.

Analyze Agency data system needs and requirements to identify goals, objectives, and problems; examine alternatives, develop conclusions and recommendations, and implement solutions.

Establish, document, implement, and monitor a division budget that meets the Agency's objectives.

Physical Abilities

Requires light physical effort including frequent lifting and moving of objects up to 10 pounds, occasional lifting/moving of heavy objects. Some bending, stooping, reaching and pulling are required. Sufficient visual acuity to recognize letters, numbers, words, dials, buttons and other instruments; hand-eye coordination to grasp small objects; auditory ability to project voice for a distance of 50 feet are all required. Ability to sit for long periods of time, move about and work in an indoor environment.

Education, Experience, Special Skills

Candidates must meet the following experience and education requirements:

- Five years increasingly responsible experience in information technology systems administration, implementation, and support with experience in a Public Safety setting is highly desirable
- A Bachelor's degree from an accredited institution in Business, Information Technology, Network Operations and Security or related field.
- Two years supervisory or management experience is highly desirable
- In addition to the experience and education requirements, possession of at least one valid industry-recognized certification from any of the following vendors is highly desirable: CompTIA, Microsoft, VMware, Cisco, Juniper, Citrix, or Project Management Institute

Licenses and Certificates

Must possess and maintain a valid California class C driver's license and a satisfactory driving record.

Working Conditions

Work is performed indoors where minimal safety considerations exist.