



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: JULY 12, 2016

CLOSING DATE: JULY 26, 2016

TITLE: IT MANAGER- PUBLIC SAFETY

GRADE: M-II

DEPARTMENT: IT/ PUBLIC SAFETY

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$22.16/HOUR \$46,093/YEAR

HOURS PER WEEK: 40

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Human Resources Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountypa.gov AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

The IT Manager's primary responsibility is to oversee and streamline the operation of the Information Technology department and to ensure it aligns with the business objectives of the organization. Under the supervision of the Director of Information Technology, the IT Manager administers the Information Technology Department, sets strategic direction, and recommends policy for Information Technology.

DUTIES/RESPONSIBILITIES:

- Directs the departments operations and supervises employees directly.
- Participates in development, implementation, and maintenance of policies, objectives, short-and long-range planning; develops tracking and evaluation programs to assist in accomplishment of established goals.
- Develops and establishes policies and objectives consistent with those of the organization to ensure efficiency of the Information Technology Department.
- Consults and coordinates with officials, on matters of policy, personnel matters and technical improvement issues.
- Collaborates with departments and administrations to establish goals and priorities for technology solutions to meet County needs.
- Develops and manages annual budget for the department and performs periodic cost and productivity analyses.
- Develops and administers budgets and plans for technology development.
- Maintains currency of knowledge with respect to relevant state-of-the-art technology, equipment, and/or systems
- Works closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization.

- Planning and implementation of short and long term IT roadmaps.
- Responsible for employee evaluations and staff development.
- Performs miscellaneous job-related duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES:

Extensive knowledge of information technology systems, processes and practices. The ability to be available on a 24-hour per day, seven-day per week basis and carry a cell phone to respond to emergencies as needed. Ability to work with the public and apply problem solving skills. Excellent interpersonal, communication, and project management skills. Should be familiar with the following technologies, VMWARE, VEEAM, server virtualization, enterprise storage, networking, Active Directory, backups and disaster recovery techniques, best practices of security, redundancy and IT auditing.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Bachelor's degree in Information Technology or 4 years' experience in a progressive IT environment. Previous management experience preferred.