

DIRECTOR OF INFORMATION TECHNOLOGY

The City of Harrisburg is seeking a highly motivated individual to fulfill the responsibilities of Director of Information Technology in the Department of Administration, Bureau of Information Technology. The Director of Information Technology requires a high level of management skill and is a senior member of the Mayor's leadership team responsible for the planning, organization and direction of all IT functions for the City of Harrisburg. This position is responsible for managing approximately 6 to 10 technical staff members and IT professionals, as well as a number of vendors. The individual in this position oversees computer programming and systems analysis work in the development and maintenance of complex computer systems for broad applications in accounting, purchasing, police records and other services. The Director of Information Technology reports directly to the Business Administrator or the Mayor's designee. This is a management, FLSA-exempt position.

Applicants must possess a bachelor's degree from an accredited college or university in information technology or computer science, along with a minimum of 3 to 4 years of advanced technical experience and managerial credentials and a minimum of 3 to 4 years of successfully managing IT resources and staff. Other equivalent combinations of experience and training which provide the required knowledge, skills and abilities may also be considered. A valid driver's license is required.

The annual salary range is negotiable (commensurate with experience and qualifications), plus an excellent benefits package.

The City intends to fill this position as soon as possible. It will remain open until filled. If interested, please submit a cover letter, your resume, three employment references and salary history, without delay, to:

City of Harrisburg, Bureau of Human Resources
The Rev. Dr. Martin Luther King, Jr. City Government Center
10 N. 2nd Street, Harrisburg, PA 17101
Phone: (717) 255-6475
Email: HR@harrisburgpa.gov (**electronic submission preferred**)

The City of Harrisburg is an Equal Opportunity Employer.
Eric Papenfuse, Mayor
www.harrisburgpa.gov/careers

JOB TITLE**Grade: M-22****Director of Information Technology – Department of Administration – Bureau of Information Technology****DEFINITION:**

The Director of Information Technology requires a high level of management skill and is a senior member of the Mayor's leadership team responsible for the planning, organization and direction of all IT functions for the City of Harrisburg. This position is responsible for managing approximately 6 to 10 technical staff members and IT professionals, as well as a number of vendors. Oversees computer programming and systems analysis work in the development and maintenance of complex computer systems for broad applications in accounting, purchasing, police records and other services. The Director of Information Technology reports directly to the Business Administrator or the Mayor's designee. This is a management, FLSA-exempt position.

JOB LOCATION:

The office of the Director of Information Technology is in the Dr. Martin Luther King, Jr. City Government Center. Work is performed at the City Government Center and other worksites within the City. This position is an emergency personnel position and requires the incumbent to be in an on-call status. Evening, weekend and occasional holiday work is to be expected.

ESSENTIAL FUNCTIONS:

Manages servers, network hardware and equipment. Responsible for overseeing deployment monitoring, maintenance development, upgrade and support of all IT systems, including services, PCs, operating systems, telephones, software applications and peripherals. Provides expertise and support during system upgrades, installations, conversions and file maintenance.

Manages IT staff, including training, hiring, evaluations, guidance and discipline.

Directs the daily operation of the department, including work assignments, analyzing workflow, establishing priorities and setting deadlines.

Oversees provision of end-user services, including help desk and technical support services.

Manages financial aspects of the Bureau of Information Technology, including purchasing, budgeting and budget review.

Prepares and monitors management reports, activity reports and performance metrics.

Communicates effectively with all levels of City government and others to meet job requirements.

Advises the City's executive leadership on all matters related to the use and deployment of IT, including recommending and developing IT strategies, policies and operational tactics for the City.

Works cooperatively with City procurement officials, and others as required, to acquire and manage IT resources such as computer hardware, software, and services.

JOB TITLE**Grade: M-22****Director of Information Technology – Department of Administration – Bureau of Information Technology****ESSENTIAL FUNCTIONS (CONT.):**

Works with users of the City's various systems to ensure existing systems are meeting performance and user expectations.

Responsible for inventory, inventory maintenance and software license management.

Collaborates with the City's various business units to understand needed enhancements to existing systems or the need for new systems or solutions.

Uses best practices to ensure IT solutions and projects are properly planned, developed and successfully delivered.

Explores and recommends emerging technologies that can benefit the city.

Performs other related duties as required.

REQUIRED KNOWLEDGE AND ABILITIES:

Knowledge of accepted IT principles and approaches to deliver quality services.

Understanding of data center operations, networks and internet and how these systems function in a large enterprise like the City.

Knowledge of IT, cybersecurity and the importance of properly securing data and systems from potential breach.

Ability to communicate verbally and in writing to clearly identify issues, report performance and recommend improvements.

Ability to research and deploy new IT solutions, emerging technologies, etc. that could benefit the City.

Ability to manage, motivate and provide direction to technical staff to ensure their professional development and success.

Ability to manage multiple concurrent projects.

Ability to collaborate in order establish and maintain effective working relationships with all employees, municipal officials and the public.

QUALIFICATIONS:

Bachelor's degree from an accredited college or university in information technology or computer science, along with a minimum of 3 to 4 years of advanced technical experience and managerial credentials; minimum of 3 to 4 years of successfully managing IT resources and staff; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities. A valid driver's license is also required.