

INFORMATION TECHNOLOGY MANAGER

The Information Technology Manager plans, organizes and manages the information technology department and functions for Capital Area Transit.

Incumbent is responsible for developing the agency's short and long term technology plan, ensuring the development, implementation and maintenance of computer systems, as well as telecommunications and computing infrastructure development and support for all Agency departments. Performs professional level work in implementing and evaluating information systems projects and developing and implementing information systems policies and procedures.

Establishes definition, design, acquisition, installation, development and maintenance of a variety of information and database application systems and equipment; locates and resolves perceived problems in applications and programs; communicates in an effective manner with users, staff and outside vendors; and prepares and provides training and documentation for end users.

Develops the agency's six year Information Systems Plan and related strategies; identifies, researches, develops, recommends and implements policies and procedures for information systems to ensure Agency needs are met through efficient and effective computerized systems and operations.

Responsible for project research, data collection and analysis, and project coordination with vendors, system users and administrative staff. Provides agency threat and risk assessment and develops/recommends appropriate mitigation strategies.

Prepares and develops annual division budget, recommends and monitors and approves expenditures in accordance with Agency policies and principles of sound fiscal management. Develops capital and operating budget requirements in the Six Year Information Systems Plan for primary and secondary systems projects.

Educational Requirements: Bachelor's Degree in Computer Science, Management Information Systems or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job to include those listed above. Microsoft Certified Systems Engineers (MCSE) and CompTIA A+ certification highly desired.

Five years of progressively responsible information systems and network administration experience including two years of supervisory experience.

To apply for this position, please visit our website at www.cattransit.com/employment-2 . This position will remain open until filled.
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