



# Town of Branford Job Announcement

## Director of Information Technology

**Department:** Information Technology

**Hours:** Monday-Friday, 40 hours p/week

**Location:** Branford, CT.

**Pay Range:** \$98,500-\$109,500 per fiscal year

**Employment Type:** Exempt/Full Time

Generous Employee Benefits

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As a member of the Town of Branford successful and engaged senior leadership team you will develop, administer, manage, supervise, and direct computer systems and networks to meet the information platform needs of the Town for state of the art, reliable, integrated, secure information systems on which to run mission critical, office automation and other applications that support and help provide effective and efficient municipal services. S/he accomplishes this by overseeing: The development of policies about information systems to insure security and consistency; purchase of all Town computers, software and networks; maintenance of information systems; administration of IT budget. The Director of Information Technology is required to exercise considerable independent judgment in administering and managing Town information systems and technology and is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under his/her direction and control

### **Essential Job Functions:**

*(The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)*

- Communicate and plan with staff and end users regarding IT direction, activities and plans to establish support for the strategic plan. Collaboratively negotiate priorities.
- Maintain the public trust through implementation of high quality, integrated, inexpensive technology. Proactively work with outside auditors and other professional resources to ensure best practice standards.
- Partner with all department heads to understand how technology can best support their departments' goals, objectives and issues.
- Creatively and aggressively recommend the application of technology to department heads to assist them in achieving their goals and objectives. Implement, monitor, document and secure appropriate technologies.
- Prepare and monitor operating budget for all Town computer software and hardware purchases or replacements.
- Establish ethical business partnerships with Town vendors, ensuring the best service for the least money.
- Assist public boards and commissions in gaining an understanding of the IT department's goals and objectives, in order to gain their buy-in.
- Ensure all systems and networks meet legal requirements, including licensing and records retentions. Oversee disaster recovery policies and plans.
- Develops department policies and procedures and assigns, trains, supervises, counsels and

evaluates staff. Consults with Human Resources on such personnel actions as hiring, termination, and discipline. Assures safe working conditions for employees

- Prepare and administer operating budget for department; present budget to appropriate Boards, First Selectman and RTM. . Authorizes all invoices for departmental expenditures. Is responsible for oversight of expenditures and operating the Department within the approved budget limits. Develops databases and spreadsheets to track transactions.
- Continue own professional development to effectively recommend technology-based solutions.

### **Other Functions:**

- Perform similar or related work as required, directed or as situation dictates.
- Continue professional development
- Assist other departments, offices or staff as needed to promote a team effort to serve the public

### **Supervision:**

*Supervision Scope:* Oversees, supervises and personally implements complex information systems, networks and diverse end user applications, coordinates the priorities for information technology (IT) requirements. Performs a wide variety of functions requiring responsible technical, administrative, management and supervisory responsibilities requiring knowledge of Information Technology

*Supervision Received:* Works under the general direction of the First Selectman following professional standards, procedures and policies.

*Supervision Given:* Supervises Systems Administrators; develops job direction, assigns tasks, provides instructions as needed and monitors performance.

### **Minimum Required Qualifications:**

#### **Education, Training and Experience:**

The qualifications would generally be acquired with a bachelor's degree in business administration or information sciences or some closely related field with over 10 years of information systems management experience, including 3-5 years of increasingly responsible supervisory experience as a project or IT operations manager; or any equivalent combination of education, work experience and training. Current technical knowledge and thorough knowledge of municipal business processes required; or any equivalent combination of education, training and work experience.

#### **Knowledge, Ability and Skill:**

*Knowledge:* Thorough knowledge of routers, servers and current networking topologies; extensive knowledge of network operating systems, Microsoft systems™. I-Cloud, and current versions of Windows™; working knowledge of financial systems and applications; working knowledge of municipal operations and services; thorough knowledge of the principles and practices of IT best practices management; strong knowledge of the federal and state laws affecting IT services; thorough knowledge of appropriate hardware equipment and software applications for municipal operations;

knowledge of municipal budgeting; knowledge of capital budget and planning for major IT changes; knowledge of ways to interface and integrate various computer systems; knowledge of freedom of information laws.

*Ability:* Ability to creatively develop and implement strategic plans with a service oriented approach that engenders public trust; ability to lead, manage and directly supervise employees and contractors and to prepare and effectively communicate approved policies, procedures, practices, and standards; ability to establish and maintain effective working relationships with department, state and federal officials, various groups and individuals; ability to handle multiple projects and programs at one time; ability to assign, train, and supervise programs and staff; ability to manage operating budget; ability to prepare reports and maintain records; ability give written and oral instructions; ability to communicate with non-technical personnel; ability to install and maintain systems, networks and applications; ability to develop and implement short and long term IT plans; ability to diagnose and fix hardware and software malfunctions and failures and assist in the diagnosis and repair of user applications and/or data failures; ability to provide advice for IT infrastructure development, reliability and maintenance; ability to provide for smooth transitions from current to new product/platform generations

*Skill:* Excellent verbal and written communication skills; skill in using the above mentioned office equipment; skill in motivating, training, directing and supervising employees; strong people and project management skills; skills associated with handling numerous projects at one time; administrative and organizational skills; skilled in developing and maintaining effective working relationships with other department heads, supervisors and end users to promote the best possible delivery of IT services; highly skilled in diagnosing IT systems and moderately skilled in repairing installed platforms and systems; highly skilled in IT administrative functions; skilled in administering systems and application support agreements.

*(This position description does not constitute an employment agreement between the employer and employee. It is used as a guide for personnel actions and is subject to change by the employer as the needs of the employer and requirements of the job change.)*

**The Town of Branford is an equal opportunity employer, women, minorities, and veterans are encouraged to apply. Candidates who are offered positions must successfully pass a substance abuse test, and background screening given at the Town's expense.**

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