



HUMAN RESOURCES DEPARTMENT

City of Burlington

179 South Winooski Avenue, STE 100, Burlington, VT 05401

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DIRECTOR OF INFORMATION TECHNOLOGY BURLINGTON ELECTRIC DEPARTMENT

POSTING DATE: February 26, 2015
RATE OF PAY: \$55,029 - \$90,212/YR DOE
EXEMPT/NON-EXEMPT: Exempt

DEADLINE TO APPLY: March 16, 2015
POSITION STATUS: Regular Full Time
CLASSIFICATION GRADE: NS8
UNION: N/A

APPLICATIONS CANNOT BE ACCEPTED AFTER THE DEADLINE DATE

The Director of Information Technology is responsible for managing Burlington Electric Department's Information Technology systems working with internal and external stakeholders to constantly improve BED's technology infrastructure. The position is responsible for managing information technology staff. This person is responsible for developing and implementing information technology procedures, encryption and cybersecurity standards, project management and project planning. The position leads development and implementation of BED's company-wide information technology strategy. This is a hands-on mid-level management position that is a combination of design, development, project management, and operations.

ESSENTIAL FUNCTIONS:

- Direct the development of a comprehensive IT vision for BED to continuously improve service levels and identify ways to use technology to produce cost savings.
- Manage BED's IT staff including supervising and directing of personnel.
- Oversee the development and implementation of BED-wide IT Standards to reduce redundancy, maintain unified service delivery, and synchronize data platforms.
- Manage all Enterprise-level applications including acquisition, conversion, testing, implementation, and training.
- Oversee professional development and training programs for IT personnel and establish a BED-wide training program for appropriate applications.
- Develop and manage the IT area annual operating and capital budgets.
- Ensure that all work conforms to BED construction standards and NESC and NEC codes, applicable VOSHA regulations, safety rules and project specifications, as well as federal rules and regulations.
- Respond to and schedule work assignments to deal with the timely repair of systems.
- Carry out IT personnel performance evaluations.
- Conduct the final inspection of IT related jobs, and close out associated work orders.
- Maintain appropriate supply levels to ensure work can be performed as scheduled.
- Oversee BED's information systems and technology, including computer performance, programming, systems analysis, security, planning and evaluating/implementing new technologies and backup and recovery standards for IT.
- Direct the development and implementation of various IT Policies & Procedures, including but not limited to, internet use, email, equipment standards, software purchases and licensing, user training, PC and LAN.
- Promote disaster recovery planning and systems assurance, in particular for the information assets, including hardware, software and data.
- Provides project management support including the management of outside contractors
- Leads corporate-wide cybersecurity efforts and ensures security of all technology systems.

QUALIFICATIONS/BASIC JOB REQUIREMENTS:

- Bachelor's degree in Information Technology or related field required.
- Ongoing education in the form of additional college-level IT courses preferred.
- Ten years of relevant experience required, with at least five years in a supervisory role preferred.
- Must be detail oriented and creative.
- Must have demonstrated knowledge of Windows and Linux server platforms, databases, and Internet programming languages.
- Excellent communication, organizational, customer service, and problem-solving skills.
- Ability to actively support City diversity, equity, and cultural competency efforts within stated job responsibilities and work effectively across diverse cultures and constituencies.
- Demonstrated commitment to diversity, equity and inclusion as evidenced by ongoing trainings and professional development.
- Regular attendance is necessary and is essential to meeting the expectations of the job functions.
- Ability to understand and comply with City standards, safety rules and personnel policies.
- Ability to work effectively in a team oriented, collaborative environment.
- Ability to multi-task and adapt quickly to changing priorities and deadlines.
- Ability to establish and maintain positive working relationships with co-workers, customers and other personnel.
- Ability to work nights, weekends and holidays as required.

To Apply: Submit resume and a City of Burlington Application to: Human Resources Department, 179 So. Winooski Ave., Burlington, Vermont 05401. To obtain an application or for more information about the City of Burlington, please see our website: www.burlingtonvt.gov/HR.

The City of Burlington will not tolerate unlawful harassment or discrimination on the basis of political or religious affiliation, race, color, national origin, place of birth, ancestry, age, sex, sexual orientation, gender identity, marital status, veteran status, disability, HIV positive status or genetic information. The City is also committed to providing proper access to services, facilities, and employment opportunities. For accessibility information or alternative formats, please contact Human Resources Department at 865-7145.

WOMEN, MINORITIES AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. EOE.