



Human Resources
 567 El Camino Real
 San Bruno, CA 94066
 (650) 616-7055
 (650) 742-6515 Fax
www.sanbruno.ca.gov

The City of San Bruno is located in San Mateo County, and is only 12 miles south of San Francisco. An ethnically- and culturally-diverse city, San Bruno maintains a small-town atmosphere within a large metropolitan area.

The City is responsible for a wide range of public services including Fire, Police, Cable TV, Water and Wastewater.

Located along Highway 101 and Interstate 280, the City enjoys easy access to the vast cultural, educational and recreational opportunities of the San Francisco Bay Area including museums, galleries, theaters and access to professional sports teams including the Giants, 49ers, A's, and Sharks venues, the Golden Gate National Recreation Area, and the San Francisco Bay. Educational opportunities include numerous community colleges, as well as UC Berkeley, Stanford University, University of San Francisco, and San Francisco State University.

The San Bruno BART and CalTrain stations make it easy to use public transportation to access the Peninsula, San Francisco and beyond.

Information Technology Manager

Filing Deadline:
Annual Salary:

5pm on Friday, March 30, 2018

\$112,692 — \$138,288

(additional 3% increase scheduled for January 2019)

The Position

It is an exciting time to pursue a career as an Information Technology Manager for the City of San Bruno IT Division. The new IT Manager will be overseeing a dynamic, yet stable, IT team which has kept pace with today's ever-changing technological world.

Under direction of the Assistant City Manager, the Information Technology Manager oversees a Systems Administrator and a Computer Support Technician, and manages the City's technology infrastructure to ensure the stability, integrity, and efficient operations of the in-house systems that support the City's core functions including virtual machines, disaster recovery systems, and other infrastructure. The Information Technology Manager handles all purchasing of the City's technology infrastructure, and manages an annual budget of approximately \$800,000.

The IT Manager manages the technological needs of the City and its operating departments in order to best serve its residents and community. Over the next two years, the IT Manager will have the opportunity to oversee a host of exciting projects. The City will be undergoing a redesign of their website platform, as well as an upgrade to all networking equipment, virtual machine (VMWare) infrastructure, and financial enterprise software.

This position is Fair Labor Standards Act (FLSA) exempt.

Excellent Benefits

- CalPERS retirement formula of 2.7%@55 for classic members or 2%@62 for new members
- 10-23 days vacation based on years of service
- 14.5 paid holidays annually
- 80 hours of management leave awarded annually
- Matching deferred compensation contribution up to 0.5% biweekly salary
- Medical, dental and vision benefits provided with employee contribution
- Life insurance equal to one year's annual salary provided at no cost
- Opportunity for bilingual incentive pay up to 2.5% of salary
- Long term disability insurance provided at no cost
- Section 125 Flexible Benefit Plan
- Home loan assistance program
- Tuition reimbursement
- Credit union membership



Minimum Qualifications

- Graduation from an accredited college or university with a bachelor's degree in information technology, computer science, business administration, or a closely related field and five (5) years of professional information technology experience is required, including two (2) years at a supervisory level
- Additional certificates in information technology systems are preferred

Special Requirements

- Possession of and ability to maintain a valid California driver's license

Ideal Candidate

In addition to possessing a breadth of technical knowledge and extensive experience, the ideal candidate will bring qualities of leadership, extensive management experience, interpersonal skills, long-range planning skills and big-picture thinking to the Department. The successful candidate will be a seasoned professional capable of managing the multiple priorities, goals, and policies relating to City-wide information technology and communications management, as well as successfully work with various other Departments supported by the information technology team.

Knowledge, Skills and Abilities

Ideal candidates possess thorough knowledge of the principles and applications of information technology tools, including planning and development of information and telecommunications systems applicable to municipal government and similar service-based organizations; trends in business and management information systems technology; principles of training and effective instruction; telecommunication and voice mail technology; principles and practices of supervision and employee development; public sector budgetary techniques and controls; policy development and implementation. Successful candidates possess the ability to analyze problems and make decisions and recommendations on solutions; research, understand and apply proposed new technology to City operations; effectively apply related policies, procedures, and practices affecting information services; conduct needs analysis and other ongoing methods of soliciting City-wide department input regarding system efficiencies, utilization, problems, and potential solutions; identify options for achieving improvement and efficiency; develop and recommend long term plans and strategies for continued effective use of automated resources; plan and coordinate projects by identifying priorities and deadlines for completion; communicate clearly orally and in writing; clearly communicate technical information in non-technical terms; establish and maintain effective working relationships with a wide variety of people.

How to Apply

Applications may be submitted online at www.calopps.org. Applications must be received by **5pm on Friday, March 30, 2018**. After an initial screening of applications, those candidates that best meet the Department's needs will be invited to participate further in the recruitment process.

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The City of San Bruno is an Equal Opportunity Employer (EOE) and as such does not discriminate on the basis of age, race, color, sex, gender, religion, ancestry, physical or mental disability, marital status, sexual orientation, or national origin in its employment actions, decisions, policies and practices. If you require special accommodations, please contact us to discuss your needs.