



CITY OF BERKELEY
invites applications for the position of:

Interim Director of Information Technology

SALARY:	\$81.13 - \$111.53 Hourly \$14,062.53 - \$19,331.87 Monthly
OPENING DATE:	09/17/21
CLOSING DATE:	Continuous
THE POSITION:	

******* This appointment is for a limited-term duration for up to one (1) year. *******

The Director of Information Technology is an at-will position that reports to the Deputy City Manager. As a Department Director, the Director of Information Technology is a member of the City of Berkeley's leadership team. The Department is staffed with 40.5 employees across five divisions with each division led by a manager:

- Network Operations: Help Desk and Field Support, Advanced Support, and Network Engineering (11 employees)
- Customer Service: 311 Call Center, Website, and Lagan CRM (10 employees)
- Administration: Budget, Purchasing, and Contract Management (2 employees)
- Coordinators: Department Portfolio Coordinators (8 employees)
- Programming and Configuration: Baseline, Non-Baseline (8.5 employees)

With an annual operating budget of \$8.8M, the Director of Information Technology leads a Department that provides comprehensive services to support the City of Berkeley's overall mission. The Director of Information Technology must ensure the health, security, and stability of the City's digital infrastructure, while providing first-class services to its constituents. These services also include a 311 Call Center that provides a level of public-facing customer service that is not often seen in most IT departments.

KEY RESPONSIBILITIES

Key responsibilities of the position include strategic planning, fiscal management, extensive vendor negotiations, contract administration, performance management, policy development and implementation, overall configuration and administration of the City's networks, City-wide data administration, software and hardware innovation, and provision of professional assistance to other City departments.

REQUIRED QUALIFICATIONS:

- A Bachelor's degree from an accredited four-year college with major course work in computer science, mathematics, engineering, business administration, or a closely related field

And

- Six (6) years of professional experience in information technology. Experience should include

information systems design and implementation experience in a centralized information technology environment with at least four (4) years of management experience supervising professional programming staff. An appropriate advanced degree and experience in a public setting are desirable.

KNOWLEDGE AND ABILITIES:

- Capitalize on technological relationships outside of the organization. Be willing to make use of opportunities with UC Berkeley and the many technological concentrations in the Bay Area.
- Translate technology up and down the City organization in a way that fosters understanding and cooperation.
- Successfully manage technological change within the Department and across the City of Berkeley.
- Value innovation and risk taking while having the wisdom to know when it's best to move forward and when it's best to wait.
- Understand changes in society around open data and continue to drive change toward improvement. From a leadership perspective, top candidates will have the ability to:
- Create diverse and productive teams within the Department and across departments to ensure projects are highly successful and timely.
- In a world full of technological noise, have a strong vision of the technological future for Berkeley and the ability to successfully and continually communicate that vision across the City. The most successful candidates will have a keen awareness of current events and their impact upon the technology needs of the Department.
- Communicate effectively and abundantly, both orally and in writing.
- Believe in a collaborative approach in most aspects of Department operations, especially in goal setting and planning.
- Value people and relationships, be open to diverse ideas and constructive criticism. Understand that critical thinking is vital for success and should be encouraged. Mentor employees and value their contributions to the City.
- Hold a strong desire to engage in professional development of the staff and optimize the use of staff in the professional development of other City employees.

APPLICATION PROCESS:

Applicants must submit the following:

- Resume

CITY OF BERKELEY EMPLOYMENT INFORMATION

The City of Berkeley is a proud EEO/ADA Employer.

Disclaimer: The provisions of this bulletin do not constitute a contract, expressed or implied, and any provisions contained in this bulletin may be modified or revoked without notice. Tests may consist of any combination of written, oral or other exercises or assessment procedures that test content. Components may include, but are not necessarily limited to, typing, math, reading, writing and analytical skills; problem-solving ability; computer and software proficiency, or any other job-related knowledge, skill, ability or qualification. The City may, without notice, change or eliminate any particular assessment component or combination of components as needs dictate.

The City reserves the right to modify the examination process and is subject to change at any time. Please check this bulletin throughout the course of your application process.

Only a limited number of the best-qualified applicants will be invited to move forward in

the process.

Hiring Department(s) will contact applicants directly if selected to participate in their hiring/selection process.

Important: Applications with "See Resume", "See Attachment", "See Previous", or any variation of the aforementioned as a substitution for articulating details of the work experience and/or unclear past employment information will not be considered. The application for employment and supplemental questionnaire must be submitted in full to be considered for this position.

Pre-Employment Process: Applicants are required to submit criminal history information upon request after receiving a conditional offer of employment. If the requested information is not furnished in a timely manner, applicants will not qualify for further consideration and will be removed from the eligible list.

Candidates under final consideration for employment with the City should expect to undergo an employment background / reference check that may include, but is not limited to: employment history, confirmation of educational credentials and degrees, licenses including driver's license, registrations, certificates, and other credentials as part of the appointment process. Some positions, depending on the nature of the work, also require a credit check and a review of Summary Criminal History obtained from the State Department of Justice through Live Scan fingerprinting.

Exam Access Accommodation: In compliance with local, state and federal laws and regulations, the City of Berkeley will employ and promote qualified individuals without regard to disability. The City is committed to making reasonable accommodations in the examination process and in the work environment. Individuals requesting reasonable accommodations in the examination process must do so no later than the final filing date for receipt of applications, otherwise it may not be possible to arrange accommodations for the selection process. Such requests should be addressed to Department of Human Resources, 2180 Milvia Street, 1st Floor, Berkeley CA 94704, Phone: (510) 981-6800, hr@cityofberkeley.info.

Alternative Application Formats: This application material is available in alternative formats upon request. Alternative formats include audio-format, braille, large print, electronic text, etc. Please contact the ADA Coordinator, 2180 Milvia Street, Berkeley | Phone: (510) 981-6300 | TTY: (510) 981-6347 | ADA@cityofberkeley.info and allow 7-10 days for production of the material in an alternative format.

Retirement: The City of Berkeley contracts with the California Public Employees' Retirement System (CalPERS). Based on your retirement formula, you may be enrolled as a (i) Classic Member, 2.7% at age 55 and employee contribution rate of 8% or (ii) "New Member", 2% at age 62 and employee contribution of 15.25%. CalPERS will determine your contribution level. For more information, visit www.calpers.ca.gov. For details regarding the City's employee benefit offerings, please visit www.cityofberkeley.info.

Disaster Service Worker: All government employees are disaster service workers as defined by California Government Code Section 3100. In addition to everyday duties, employees have the added responsibility of helping throughout any emergency / disaster.

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.cityofberkeley.info/jobs>

Position #2021-09-11270
INTERIM DIRECTOR OF INFORMATION TECHNOLOGY
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2180 Milvia Street (1st floor)
Human Resources Department
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