

# CAREER OPPORTUNITY

## IT PROGRAM MANAGER

**CITY OF ROSEVILLE, CALIFORNIA**

**ANNUAL SALARY: \$96,224 - \$128,951 DOE/DOQ**

**316 Vernon Street Roseville, Ca 95678**  
**[roseville.ca.us/IT](http://roseville.ca.us/IT)**





# The City & community

The City of Roseville is a full-service City with a City Council/ City Manager form of government which has over 1,300 employees, an annual budget of approximately \$500 million and serves approximately 137,000 constituents.

Roseville, CA is the largest city in Placer County and receives accolades for the best place to raise a family, start a business, buy a first home, and retire; as well as: most playful city, healthiest city, and one of the lowest cost places in California to do business.

Roseville is a 25- minute drive from California's capital, and close proximity to world-class destinations such as San Francisco, Napa Valley, Lake Tahoe, and Yosemite, with many options for recreation, leisure, and entertainment that are seemingly boundless.



The strength and balance of Roseville's diverse economy allows the City to thrive. Business ventures in Roseville range from technology and healthcare to railroad operations and financial services.

There are always plenty of opportunities for outdoor activities like hiking, biking, swimming, skiing, and snowboarding. Choose from an abundance of recreational programs, including over 60 neighborhood parks, several golf courses, state-of-the-art fitness centers, and thousands of acres of open space.

Several schools within city limits have been recognized with "California Distinguished School" awards, and Roseville is within driving distance of William Jessup University; Sierra Community College; California State University, Sacramento; and the University of California, Davis.



# The department

**The Information Technology Department** (IT) is the centralized provider of technology solutions to the City of Roseville. The department consists of over 50 team members and a \$10 million operating budget. The department supports over 70 facilities, 1500 computers and has two central data centers.

The department provides essential technology infrastructure services such as data storage and Internet connectivity; hardware and application deployment, support and maintenance; project management services; information security services; and a governance model for aligning city goals and funding.

## The IT Department is comprised of three major functions with six divisions.

### Client & innovation Services

#### Client Services

- Incident management
- Technology procurement
- IT service management

#### Enterprise Solutions

- Utility billing
- ERP (Finance, Human Resources, Procurement)

#### Business & Cloud Solutions

- Department and public safety applications

### Strategic Planning & Digital Communications

- eGovernment
- Web
- Budget
- Strategic planning
- Technology Governance (TGC) & Project Management
- Policy and procedures

#### Cyber Security

- Enterprise Security Architecture and design
- Risk assessment
- Employee security awareness training

### Infrastructure Solutions

#### Data Intelligence

- Information platforms (SharePoint, Business Intelligence)
- Enterprise GIS
- Open Data

#### Network Infrastructure

- Radio operation
- Voice/video/data convergence
- Server and storage administration
- Cyber security
- Networking architecture

## Recent accomplishments

- Top 10 Digital Cities
- MISAC President’s Award
- Graphical Information Display Award
- Excellence in IT Practices Award
- **And, more...**

## Current & future opportunities/challenges

- Foster a culture of engagement and collaboration
- Implement Advanced metering infrastructure (AMI) project
- Modernize critical technology infrastructure
- Implement emerging technologies





## The position

We are looking for a full time IT Program Manager to plan, organize, direct and supervise one of the assigned operations which includes Enterprise Solutions, Business Solutions, Administration & Planning, Network Infrastructure, Data Intelligence and Information Security within the Information Technology Department; and to perform a variety of technical tasks relative to assigned area of responsibility.

The ideal candidate will have a high degree of professional independence, excellent judgment and a proven track record of providing exemplary customer service. We want our IT Program Manager to be engaged, innovative, while being flexible, proactive, and influential.



# The Ideal Candidate

The ideal candidate will have knowledge of principles and practices in computer technology and information systems, with specialized experience in one or more of the following areas: geographic information systems theory, technology, software platform and spatial problem solving; trends in telecommunication operations, data networks, telephone and radio systems; technology infrastructure development and maintenance including systems disaster recovery and data security methods and procedures; analysis and programming; business analysis planning, enterprise analysis, elicitation, requirements analysis, and solution assessment; supervision, training and performance evaluations, and budget monitoring.

## Additionally, the ideal candidate will...

- Assist in the implementation of goals and objectives
- Participate in budget preparation and administration
- Plan, prioritize, assign, supervise and review the work of staff involved in assigned activities
- Oversee information technology initiatives and projects within the Information Technology Department
- Recommend and assist in the implementation of goals and objectives; establish schedules and methods for assigned operations; implement policies and procedures; ensure unit goals, objectives and priorities are in line with the City's strategic goals
- Plan, prioritize, assign, supervise and review the work of staff involved in assigned activities
- Evaluate operations and activities of assigned responsibilities; recommend improvements and modifications; prepare various reports on operations and activities
- Participate in budget preparation and administration; prepare cost estimates for budget recommendations; submit justifications for staff, supplies, equipment, services, and capital improvements; monitor and control expenditure
- Participate in the selection of staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures
- Assume responsibility for program development and oversight; establish performance standards and methods for assigned activities and operations
- Prepare and/or assist with the development of strategic plans related to area of responsibility; prepare requests for proposals for services and equipment and assist in developing selection criteria
- As assigned, oversee customer service operations including support to internal and external users

## Employment standards

- Three years of increasingly responsible experience in computer applications development and implementation, including one year providing technical and functional supervision over assigned personnel.
- A Bachelor's degree from an accredited college or university. Major course work in computer science, information technology, engineering, business management, information systems, accounting, finance or a related field is desirable.
- Possession of a valid California driver's license by date of appointment.



# Salary & benefits

The annual salary range is **\$96,224 - \$128,951 DOE/DOQ**; salary will be negotiated upon qualifications and experience.

## RETIREMENT

The City participates in the California Public Employee's Retirement System (PERS) under a 2.7% at 55 formula for classic members and a 2% at 62 formula for new members. The city does not participate in social security.

## HEALTH AND WELFARE INSURANCE

The City contributed \$1347 per month towards the medical premium for employee and eligible dependents along with a \$198 per month flex credit which may be applied toward medical, dental and vision premiums.

## RETIREE HEALTH

Tier III RHS contribution program. City contribution of \$100/month after five years.

## LIFE INSURANCE

City-paid at two times the annual salary.

## HOLIDAYS

12 paid holidays/year.

## SICK LEAVE

12 days per year.

## MANAGEMENT LEAVE

Up to 100 hours per year, of which up to 50 hours are cashable.

## DEFERRED COMPENSATION PLAN

City contributes 3% after five years of service.

## OTHER BENEFITS

Business expense reimbursement, and travel budget.

# HOW TO APPLY

*For first consideration, apply by*

**FEBRUARY 28, 2020** at [roseville.ca.us/jobs](https://roseville.ca.us/jobs)

Please contact the Human Resources Department at 916-774-5475 or [humanresources@roseville.ca.us](mailto:humanresources@roseville.ca.us) with any questions

For questions on benefits contact:

Derek Bowman  
Human Resources Department  
**916.774.5206**

All candidates must complete the supplemental questionnaire as part of their application in order to be considered for this position.

*The City of Roseville is an Equal Opportunity Employer*