Career opportunity

Assistant Information Technology Director

City of Roseville, California

Salary: $10,265 to $13,756 monthly
(26 pay periods annually)

CITY OF
ROSEVILLE
C A L I F O R N I A

316 Vernon Street, Roseville, Ca 95678
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 $600 million and serves approximately 150,000 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, digital 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 51 team members and a $14 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 four major functions with seven divisions.

Client Services & Innovation

Client Services
- Personal Computing Services
- Computing Loaner Services
- Mobile Smart Computing Services

Utility Solutions
- Asset Management Services
- Metering Data/Utility Billing Services

Business Solutions
- Public Safety Response Services
- Information Management Services
- Rental, Registration, Membership, Point of Sale Services
- Permitting and Licensing Services

Planning & Administration

- eGovernment Services
- Conferencing Services
- Team Collaboration Platform Services (SharePoint & Teams)
- IT Project Management Office (PMO)
- Leadership Training/ Team Building
- Strategic Planning
- Technology Governance (TGC)
- Business Audits
- Internal Services Fund
- Policy & Procedures
- Digital Communications

Information Security

- Cyber Security Services
- Secure Network Architecture
- Monitoring & Intelligence Gathering
- Risk Assessment & Vulnerability Management
- Physical Security Management & Support
- Cyber Incident Response & Investigations
- Information Security Services
- Security Strategy
- Security Awareness, Education & Reporting

Infrastructure Solutions

Data Intelligence
- Enterprise Business Intelligence Services
- GIS Services
- Data Mining & Analysis
- Open Data
- Data Warehousing

Network Infrastructure
- Telecommunication Services
- Radio Services
- Data Center Services
- Network Services
- Administrative/ Management Services

Recent accomplishments

- Top 10 Digital Cities
- MISAC President's Award
- Graphical Information Display Award
- Excellence in IT Practices Award

The position

We are looking for a full time Assistant Information Technology Director to assist the Chief Information Officer in managing and directing the Information Technology Department; to plan, organize, direct and coordinate the activities of an assigned division within the Information Technology Department including providing technological support for a variety of business and operational processes to City departments; to coordinate information technology activities with other divisions and departments; to provide highly complex staff assistance to the Chief Information Officer; and serve in the absence of the Chief Information Officer as required.

This classification is distinguished from the next higher classification of the Chief Information Officer in that the latter has overall responsibility for the Information Technology Department. This is an unclassified position in which the incumbent serves at the will of the Chief Information Officer.

The ideal candidate

The ideal candidate will have knowledge of principles and practices for: computer technology and information systems; advanced project management; complex database administration; system application development, maintenance and support; complex network, telecommunications and other infrastructure services; leadership, motivation, team building, and conflict resolution; organizational analysis and management; and supervision, training, and personnel management.

Key tasks:

- 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.

Additionally, the ideal candidate will...

- Assist the Chief Information Officer in managing and directing the operations and activities of the Information Technology Department.

- Assist in developing department goals and objectives; assist in the development and implementation of policies and procedures.

- Plan, organize and direct information technology services as assigned.

- Direct, oversee and participate in the development of assigned information technology services work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.

- Prepare assigned division budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, supplies, and services; administer the approved budget.

- Recommend the appointment of personnel; provide or coordinate staff training; conduct performance evaluations; implement discipline procedures as required; maintain discipline and high standards necessary for the efficient and professional operation of the department.

- Coordinate with internal external customers to identify information technology needs and determine appropriate applications.

- Determine levels of tiered support to assist City department and divisions in conducting operations.

- Serve in the absence of the Chief Information Officer as required.

- Represent the division and department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

- Research and prepare technical and administrative reports; prepare written correspondence.

- Negotiate contracts and services with vendors.

Employment standards:

- Six years of increasingly responsible professional experience in the information technology industry, including two years of management responsibility.

- A Bachelor's degree from an accredited college or university, preferably with major course work in computer science, information technology, engineering, business management, information systems accounting, finance or a related field.

- Possession of a valid California driver's license by date of appointment.

Salary & benefits

The monthly salary range is $10,265 to $13,756 monthly (26 pay periods annually); 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 contributes $1347 per month towards health and welfare benefits for employee and eligible dependents. In addition, the City provides a flex credit based on number of eligible dependents covered, up to $598 per month, to be used by active employees for any benefit covered under the Cafeteria Plan.

Retiree health
Retirement Health Savings program to which City contributes $100/month after five years.

Life insurance
City-paid at two times the annual salary.

Holidays
12 paid holidays per year.

Sick leave
12 days per year.

Management leave time
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.

How to apply

Open until filled, 1st cut off date is **April 25, 2022**
apply at **roseville.ca.us/jobs**

Please contact the Human Resources Department at 916-774-5475 or **humanresources@roseville.ca.us** with any questions.

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