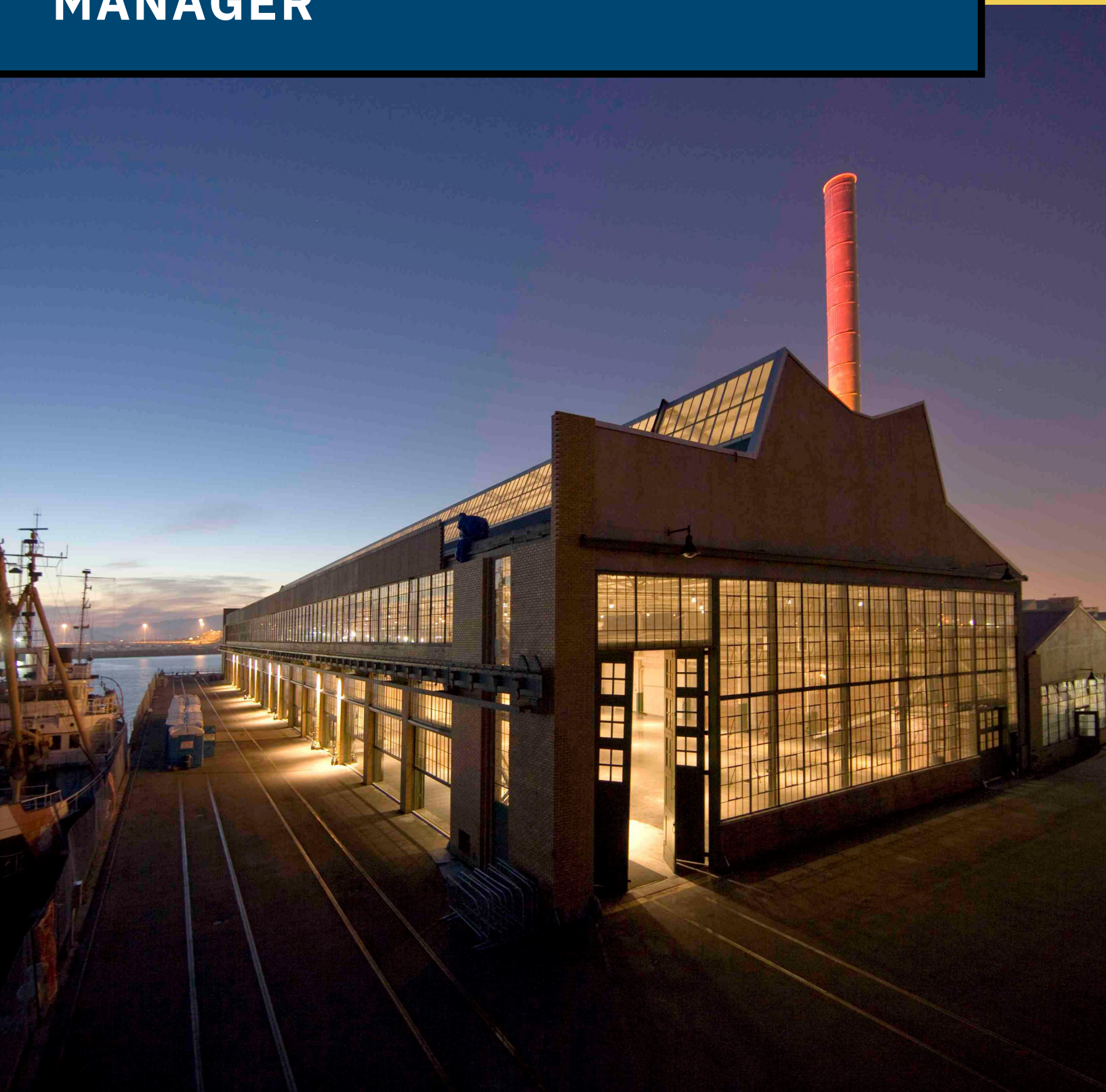
CITY OF Richmond CALIFORNIA

INFORMATION TECHNOLOGY MANAGER



THE CITY OF RICHMOND

Best known for its unique history and role in the World War II home front effort, the City of Richmond is located 16 miles northeast of San Francisco on the western shore of Contra Costa County. Between 1940 and 1945, tens of thousands of workers from all over the country streamed into the City to support wartime industries. The City housed the most productive shipbuilding operations of World War II, launching 747 ships during that time, and is now the proud home of the Rosie the Riveter National Historic Park. Today, Richmond is an important industrial, commercial, oil refining, shipping, government, and transportation center, with centrally located access to BART, AC Transit, Amtrak, ferry, and two freeways. Best of all, Richmond is still affordable and our community is welcoming!

Now, Richmond is diversifying beyond its historic relationship with heavy industry and evolving into a “home front” for innovation in biotechnology, green technology, alternative energy, and artisanal food manufacturing. Richmond’s thriving business environment is complemented by residents who are active and engaged, a rich heritage of cultural and racial diversity, welcoming neighborhoods, pristine marinas, recreational and arts-focused amenities, thousands of acres of contiguous inland regional parks, and more Bay Trail completed than any other city in the Bay Area. We invite you to experience the new energy of Richmond!

THE POSITION

The Information Technology (I.T.) Manager is an integral member of the City of Richmond's I.T. Department. Reporting to the Director of Information Technology, this experienced professional will lead efforts in the Department's mission to manage and maintain technology infrastructure that is secure, reliable, adaptable, scalable, and driven by best practices and technological requirements.

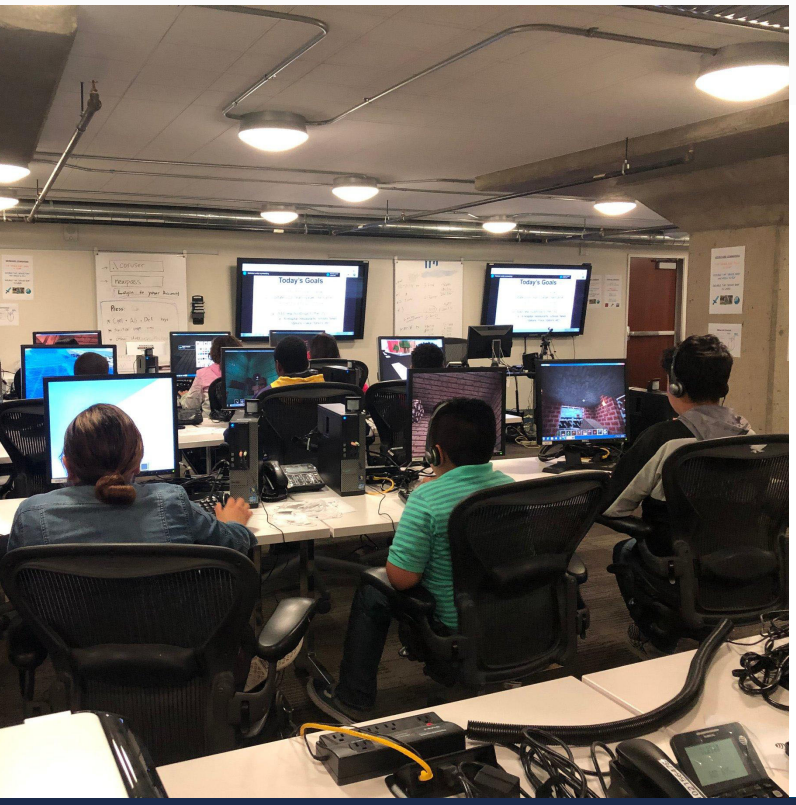
The incumbent in this position is responsible for multiple facets of City technology and information management standards, including the supervision of single and multi-user systems operations. Additionally, this position supervises the analysis, design, documentation, programming, and implementation of municipal data processing and computerized applications.

The I.T. Manager will also lead the way in the management of the City's Enterprise Resource Planning (ERP) systems, including continued implementation of the City-wide Open Data and Performance system, ongoing improvements to the City's mobile app, and fulfillment of new goals as defined by City Council.

THE IDEAL CANDIDATE

The ideal candidate will be technically versed in ERP systems and applications such as Tyler Technologies MUNIS, Financial and Human Resources Systems, Central Square TRAKiT, Socrata, and Open Data systems. In addition to being an experienced professional, the successful candidate will also be a capable manager and thrive as a team player, working closely with the current I.T. staff of 14, other City departments, and outside vendors. As critical path items can require attention outside of working hours, responsiveness and flexibility are also key attributes within this classification, as is the ability to offer exemplary customer service and assistance with end user support.

Upcoming priorities for this position include: Tyler MUNIS upgrade, training, and implementation of unused features; City website upgrade and refresh; City-wide training for TEAMS; Community Development system enhancements for improved business processes; and oversight of staff desktop efficiencies.



EXPERIENCE & QUALIFICATIONS

A Bachelor's degree with major coursework in computer science or a related field is required, and a Master’s degree is desired. Qualified candidates will also have 5 years of progressively responsible experience in municipal information technology functions, including substantial project management and lead or supervisory experience in the field of Enterprise Resource Planning systems. Additionally, this position requires the possession of a California Driver's License on an ongoing basis.

COMPENSATION & BENEFITS

MONTHLY SALARY RANGE: $10,020.00 - $12,183.00
Appointment will be made within this range depending upon qualifications, with most employees starting at or below the midpoint. The salary is complemented by a generous benefits package that includes:

RETIREMENT CalPERS 2.7% @ 55 for classic employees (8% employee contribution); 2% @ 62 for employees new to CalPERS (7.25% employee contribution).

MEDICAL Managed through CalPERS with multiple options; maximum benefit paid by the City of Richmond is the Kaiser HMO family rate.

DELTA DENTAL, VISION SERVICE PLAN & EMPLOYEE ASSISTANCE PROGRAM are provided at no cost to the employee.

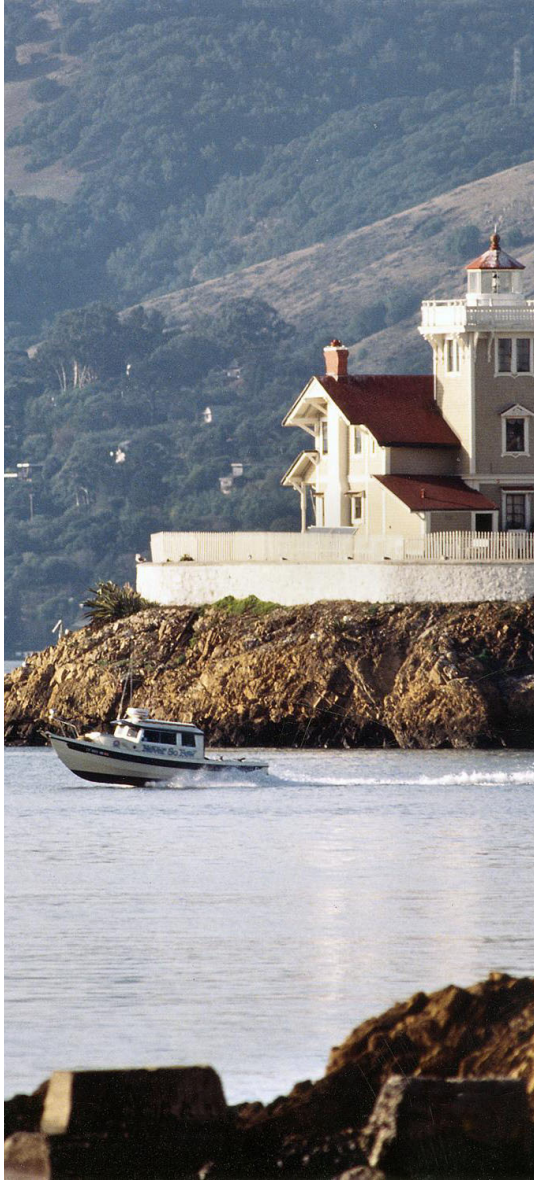
LIFE INSURANCE 2x annual salary up to $250,000 benefit.

LONG TERM DISABILITY INSURANCE 60% of salary up to $5,000 per month after 30 day waiting period.

HOLIDAYS 12 Paid Holidays per calendar year, 5 Floating Holidays per calendar year, 7 days paid Administrative Leave per fiscal year.

VACATION Ten days, increasing after three years and potential vacation credit for prior employment.

SICK LEAVE Twelve days annual sick leave and potential payment for unused sick leave.



THE SELECTION PROCESS

The final filing date for this recruitment will be February 3rd, 2022. Qualified candidates will have their applications scored according to their relevant experience and education (weighted 30%) and the best qualified candidates will be asked to participate in an oral interview panel (weighted 70%). An employment list will then be established. Applicants must receive a passing score of 70% or above in each examination area in order to be placed on the list; having all of the minimum qualifications guarantees neither advancement nor placement on the employment list. A final interview will determine the successful candidate, with an anticipated start date in early March, 2022.

TO APPLY

Please visit koffassociates.com/jobs.
You can also reach the Koff & Associates Recruiter at jboudreaux@koffassociates.com
The deadline to apply is THURSDAY FEBRUARY 3, 2022.

The City of Richmond is an Equal Opportunity Employer that actively encourages workforce diversity.