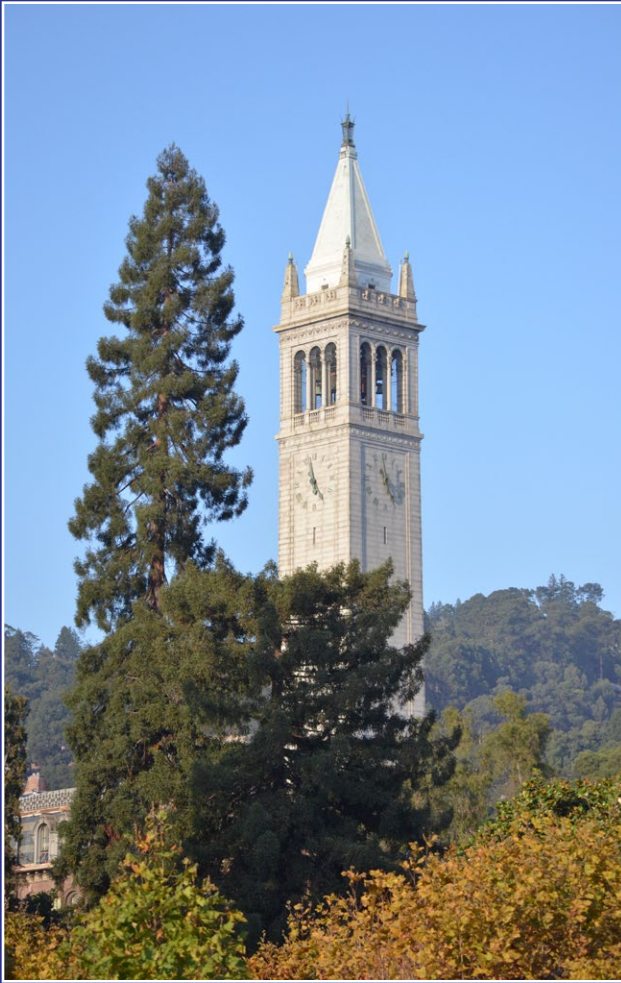


Director of Information Technology



OUR COMMUNITY

Famous around the globe as a center for academic achievement, scientific exploration, free speech, and the arts, the City of Berkeley is bordered by San Francisco Bay to the west and rolling hills to the east. The City is renowned for its green space, mild weather, and world-class cultural life. International shopping districts, outstanding restaurants, cutting-edge environmental organizations, art galleries, theaters, museums, Berkeley City College, and the University of California, Berkeley all add to the City's uniquely diverse and culturally rich atmosphere. With over 50 public parks, miles of bike lanes and walking trails, and a public marina, the City offers exceptional opportunities for year-round outdoor recreation.

CITY GOVERNMENT

Berkeley has a council-manager form of government. The City is governed by a Mayor, elected at-large, and eight councilmembers, elected by district. The City Council appoints the City Manager to oversee the administration of City operations. The eight councilmembers are entrusted with different tasks including facilities, infra-structure, transportation, environment sustainability, land use, housing, and much more. In addition, the City is advised by 40 boards and commissions comprised of community members, advocates, and stakeholders, all investing their time and energy to improve and protect the quality of life for all who live in the City of Berkeley.

Apart from organizing recreational events like summer camps, the city government also provides mental health and public health services to the community. The City's budget is revised every two years and it includes a five-year capital improvement program for the welfare of the community. The City's budget reflects its goals and priorities for the coming year's employees.

THE DEPARTMENT

The Department of Information Technology (IT) provides citywide strategic technology direction, infrastructure support for the City of Berkeley network, and all Geographical Information Systems (GIS) data. The department sets Cyber Security protocols and provides operational support of citywide enterprise software applications across a variety of technology platforms. The Department has a budget of \$22 million with a staff of 48 FTE.

Our 311 Customer Service Call Center provides a first point of contact for the City Services, as well as delivers information to and collects service-related data from community members, businesses, and visitors on behalf of the City.

Our vision is to provide excellent customer service through innovative and intuitive solutions with a diverse workforce to enable City operations, and to connect and deliver quality solutions for the community.

Our mission is to provide cost-effective smart technology solutions to our business partners and community with integrity and commitment to excellence.

THE POSITION

The Director of Information Technology reports to the City Manager and has the responsibility for planning, organization, financial management, and the effective and successful operation of the department and its programs and services, which include information technology policy development and implementation, the configuration and administration of the City's networks, Citywide data administration, software and hardware innovation, provision of professional assistance to other City departments, and establishment of procedures and standards. In addition, the Director performs related work, as required.

This position's responsibilities include the development and maintenance of the City's networks and related infrastructure, workstation specification and maintenance, Web and other media systems development, database management, automated mapping (GIS), applications systems design and development, information technology training, and communications technology. The Director is responsible for providing leadership and management to ensure the effective utilization of automated systems in support of improving and maximizing services throughout the City. The Director is responsible for formulating policy, developing goals and objectives, hiring, and supervising professional staff, administering the department's budget, and furthering City goals and objectives within general policy guidelines.



THE IDEAL CANDIDATE

The ideal candidate will be a forward thinking, visionary team-player and leader with experience understanding the complexities of a large organization's technology infrastructure needs, developing and managing a budget, and effectively managing an IT organization. The successful candidate will be defined by an ability to meet project goals, provide high quality customer service, foster a working environment of high performance and accountability, collaboration and inclusive participation, racial equity, community and employee engagement, and a proactive and motivating management approach. Excellent communication and interpersonal skill are necessary to create and build positive relationships with staff, other departments, leadership, elected official, and other key stakeholders. The next Director of Information Technology for the City of Berkeley must have exceptional political awareness and professionalism, good judgement, and a sensitivity to issues involving the City and its multiple departments. The ideal candidate will have a history of skillful budget management and stewardship; consistent policy adherence; a record of success and support of others; and effective focus, organization, and prioritization in coordination and facilitation with peers and partners to manage multiple projects and programs.

The City of Berkeley seeks experienced and passionate executive candidates who...

- Champion the mission, culture, and objectives of the organization.
- Have proven ability to manage the strategic, tactical, and day-to-day needs of a complex organization.
- Are proven leaders with a passion for working in a fast-paced, high profile, and progressive environment.
- Define their leadership style in collaboration and integrity of the highest levels.
- Demonstrate a record of mentoring and developing a strong team.
- Exhibit proven resourcefulness and creativity in resource-constrained environments.
- Organize teams and resources toward meeting objectives that support organizational goals.
- Anticipate problems and proactively prevent and resolve challenges.
- Develop deep trust by communicating honestly, collaborating, and delivering equitable outcomes with all levels of the organization and with stakeholders in the community.
- Provide leadership, appreciation, and advocacy for innovation and technology to enhance organizational effectiveness to ensure the City is serving the community. Stay current.
- Consistently demonstrate commitment to equity and inclusion, including the use of equity tools in the deployment of technology resources.
- Engage diverse teams and communities in a culturally competent manner.
- Act on the professional and political concerns of staff in a politically astute and capable manner, including regular interaction with the City Manager's Office, Mayor, and Councilmembers.
- Build confidence and trust in the IT Department, nourishing and fostering relationships with other City departments, and with the community and key stakeholders.

QUALIFICATIONS

Typical ways of gaining the knowledge and skills outlined above are:

- Equivalent to graduation from a four-year college with major course work in computer science, mathematics, engineering, business administration or a closely related field.
- An appropriate advanced degree, and experience in a public setting are desirable.
- Six (6) years plus of professional experience in information technology, including information systems design and implementation in a centralized information technology environment.
- A minimum of four (4) years in management with direct supervision of professional programming staff.



COMPENSATION

The annual salary range for the Deputy Director of Finance is **\$168,750.40- \$231,982.40**. Placement within the stated range will be based upon the selected candidate's experience and qualifications.

In addition to a competitive salary, the City of Berkeley offers a comprehensive executive benefits package including:

- **Retirement Plan** – City employees are included in the California Public Employees' Retirement System (CalPERS). Retirement formula is either 2% at age 62, or 2.7% at age 55 depending on the individual's eligibility. Employees are vested in CalPERS after 5 years of full-time service. The City pays 8% EPMC.
- **Deferred Compensation** – Employees may contribute up to \$20,500 per year to the Deferred Compensation Plan.
- **Health and Dental** – The City provides full health and dental coverage for employees and eligible dependents, including domestic partners. The City does not participate in the CalPERS Medical Program (PEMHCA) but does offer its own Retiree Health Premium Assistance Plan.
- **Life Insurance** – City-paid life insurance coverage for employees.
- **Vacation** – Two weeks of vacation earned annually, increasing to three weeks starting after year three. (This benefit is subject to negotiation depending on experience).
- **Administrative Leave** – 50 hours of management administrative leave annually.
- **Holidays** – 13 regular paid holidays plus three floating holidays annually.
- **Sick Leave** – Employees earn 12 days of sick leave annually.
- **Y.M.C.A.** – City-paid discount on Y.M.C.A. membership.



APPLICATION AND RECRUITMENT PROCESS

This position is OPEN UNTIL FILLED. Candidates are encouraged to apply immediately if interested.

To be considered, please electronically submit your resume, cover letter and a list of five professional references (references will not be contacted in the early stages of the recruitment) to: <https://koffassociates.com/director-of-information-technology-2/>

Resumes should reflect years and months of positions held, as well as size of staff and budgets you have managed. For additional information, please contact:



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Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the executive recruiter. Koff & Associates will report the results to the City. The City will then select candidates who will be invited to participate in a formal interview process. Extensive reference and background checks will be completed on the selected candidate.