



POSITION VACANCY

The Human Resources Department is accepting applications for REGULAR, FULL-TIME:
INFORMATION TECHNOLOGY MANAGER

SUPERVISOR:	CITY MANAGER
CLASSIFICATION:	SALARIED, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL
COMPENSATION:	\$57,668.85 - \$70,404.61 ANNUALLY, DOE
HOURS:	MON-FRI OFFICE HOURS, 0800-1700; EVENINGS AND WEEKENDS AS NEEDED
BENEFITS:	ALASKA PUBLIC EMPLOYEE RETIREMENT SYSTEM (PERS), GROUP HEALTH INSURANCE, LIFE INSURANCE, OPTIONAL 457 DEFERRED COMPENSATION, EMPLOYEE-PRICED RECREATION FACILITY ACCESS, ANNUAL AND SICK LEAVE ACCRUAL, PAID HOLIDAYS
POSITION SUMMARY:	Coordinates and maintains distinct networks, administers database storage, and implements technology solutions to meet organization needs. Provides direct support to meetings and events requiring technology coordination and support.
QUALIFICATIONS:	High School diploma or GED and two (2) years' experience with complex technology hardware and software. Preference given to candidates with post-secondary degree in computer science or related field.

DUTIES:

- Oversees and facilitates technology plans and electronic records management.
- Maintains inventory of technology hardware, peripherals and software; coordinates technology equipment (hardware), software and peripheral (printer ink/cartridges, etc.) purchases; oversees software/license management and server operations.
- Coordinates technology training for city staff. Ensures legal and ethical use of technology.
- Provides staff support to and assists with set-up and operation of technology and A/V equipment for meetings and events; directs and oversees temporary staff providing technology support.
- Serves as primary contact and on-the ground staff for technology-related service providers.
- Manages technology-related purchases, installation, maintenance and upgrades of systems.
- Repairs and assembles computers, computer peripherals, and other technology equipment.
- Creates awareness of new/innovative uses of technology for City of Cordova.
- Coordinates with City Clerk's Office concerning records management for City of Cordova. Maintains a records management system applicable to all departments of the City.
- Maintains City of Cordova website and coordinates City Department web pages and content.
- Prepares budget recommendations and manages approved technology-related budget items.
- Assists Superintendent of Facilities with building security systems.
- Assists with Emergency Management Technology as needed.
- Serves as part of the City's Incident Management Team during local Emergencies.

LEGAL REQUIREMENTS:

As a condition of employment, applicant is subject to a background check (criminal history, verification of education/employment history.)

Applications and full Job Description, which includes necessary knowledge, skills, abilities and working conditions, available at City Hall, 424-6200. Interested individuals should submit a City of Cordova application to Human Resources, humanresources@cityofcordova.net. Applications accepted until position filled.

THE CITY OF CORDOVA IS AN EQUAL OPPORTUNITY EMPLOYER