

JOB ANNOUNCEMENT

Information Technology Program Director (ITM053)

District 4 Public Health

(Position Contracted to Serve the Fulton County Board of Health)

10 Park Place South, SE., Suite 469, Atlanta, GA 30303

Target hire-in salary range: \$90,000 – \$95,000

(Salary offer will be based on Education and Experience)

Job Description:

Oversees multiple IS projects of a complex nature. Responsible for assembling project teams, assigning individual responsibilities, developing schedules and coordinating all necessary resources to ensure timely completion of projects. Plans and organizes the unit's work to meet the organization's objectives. Directs and reviews work assignments.

Job Responsibilities:

- Develops standards, specifications and methodologies for systems operation.
- Analyze business needs presented by users and recommend technical solutions with completion timeline.
- Directs and coordinates the analysis, design, construction, testing, implementation, operation and support of information systems.
- Maintain organization's effectiveness and efficiency by defining, delivering, and supporting strategic plans.
- Directs and develops, communicates and monitors project work plans and schedules for the development and support of information systems.
- Establishes IT policy and participates in the coordination of systems administration and network administration.
- Evaluates and assesses new technology for possible application.
- Verify application results by conducting system audits of technologies implemented.
- Preserve assets by implementing disaster recovery, backup procedures, information security and control structures.
- Work closely with the Agency's Emergency Preparedness Department to plan and coordinate IT functions in the event of an Emergent Event.
- Work as a Critical Staff Member in accordance with the Emergency Preparedness and Response Plan of the Agency. Will be expected to evacuate with the Agency in the event of an Emergent Event.
- Recommend information technology strategies, policies, and procedures by evaluating organization outcomes, identifying problems, and anticipating organizational requirements.
- Accomplish financial objectives by forecasting requirements, preparing an annual budget, scheduling expenditures, analyzing variances, and initiating corrective action.
- Install hardware and peripheral components.
- Load appropriate software packages such as operating systems.
- Administer email and anti-virus systems.
- Troubleshoot and resolve user issues relative to all corporate software in a timely manner.
- Participate in all hardware and software evaluations and maintains vendor contracts.
- Accomplishes information technology staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
- Maintains staff by recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
- Identify and fill service gaps within the department and/or agency.
- Support coworkers and other departments when necessary.
- Oversees the development and implementation of IT projects and initiatives.
- Direct research in emerging technology by studying organization goals, strategies, practices, and user projects.
- Produce detailed timelines and implement effective project control for each software release.
- Oversees the evaluation of the unit's internal processes, procedures and technologies to improve efficiency and ensure quality.
- Provides leadership to subordinate managers and staff.

Minimum Qualifications:

Bachelor's degree in business administration, information technology, public administration, management information systems or a related field from an accredited college or university AND Ten years of demonstrated executive level IT experience, Five years of which include management/supervisory experience.

Preferred Qualifications:

Public Health experience; 10+ years IT experience with desktop and network; 5 years' experience with Cisco Unified Communications, Physical Access and Video Surveillance Manager; MCSE or CCNE; 5+ years' experience managing/supervising a staff of 3 or more IT technicians; Experience in a health care setting working with Electronic Health Records (EHR), HIPAA Compliant Networks and Systems, Meraki switches, VPN Connections, Off-site Hosting environments, Active Directory Administration, Vendor Management.

Department requires the following personal characteristics: Excellent interpersonal and communication skills; Ability to function in a fast-paced environment and prioritize multiple projects to meet established guidelines; Ability to effectively interact and provide support and guidance to agency leaders; High integrity and honesty; Strong commitment to providing superior customer service to both internal and external customers; Positive attitude and high levels of personal commitment.

Performance Aptitudes:

Data Utilization: Requires the ability to synthesize, hypothesize, and/or theorize concerning data involving modification of existing policies, strategies and/or methods to meet unique or unusual conditions. Requires the ability to do so within the context of existing organizational theories and management principles.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

Mathematical Aptitude: Requires the ability to perform moderately complex algebraic and geometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in critical and/or unexpected situations involving moderate risk to the organization.

Deadline for Applications: September 26, 2018 (position open until filled)

Due to the volume of applications received, we are unable to provide information on application status by phone or email. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification. This position is subject to close at any time, once a satisfactory applicant pool has been identified.

To Apply, please go to <http://team.ga.gov/>

Click on: "My Career"

Click on: "Job Openings"

Keyword: INF00UB

District 4 is an Equal Opportunity Employer

The State will not unlawfully consider an applicant's race, color, national origin, religion, age, disability, sex, genetic information, political affiliation, protected uniformed service, or other legally protected category when making selections.

Candidate chosen for employment will be subject to: Criminal Background Check/Fingerprinting, Reference Checks.