

Information Technology Services Director

City of Missoula



Department: Central Services

Salary Range: \$94,110 - \$140,321 per year

Job Status: Regular, Full Time, Exempt

Details: Priority screening will begin on **April 18, 2022**.

Applications will continue to be accepted until an adequate pool has been established.

Missoula is Hiring! At the City it is our goal to make Missoula the best place to live, work, and play.

Working here will give you the ability to be part of delivering these services to our community and our businesses. Together, we redefine how government works and invite you to join, develop, and transform our community. We are committed to enhancing the opportunity and quality of life for everyone we serve and share a commitment across departments to equity and social justice as an ongoing practice to measure effectiveness.

Our Commitment to Diversity:

The City of Missoula is committed to cultivating, fostering, and preserving a culture of diversity and inclusion. We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political ideas, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

Job Overview:

The IT Director is a senior level position which is responsible for providing strategic leadership and direction for the Information Technology Services Division of the Central Services Department. The IT Director also, provides subject matter expertise city-wide. An incumbent in this classification will be responsible for assessing the current information systems organization and technology and will work collaboratively to implement an adequate organizational structure, systems infrastructure, security standards, and business direction for future information technology investments. Additionally, an employee in this classification will maximize the effectiveness of installed systems and will foster an environment of continual process improvement while maintaining current with external regulations and technology advances and making changes in a rapid manner.

An ideal candidate will have strong leadership abilities to lead the diverse group in the Information Technology department in meeting and exceeding expectations unique to their areas of expertise. The selected candidate may not necessarily be an expert in all of the particular specialty fields, but must have a firm understanding of governmental operations, ideally related to municipalities.

Core duties and responsibilities to include:

- Responsible for the City of Missoula's IT functions, sub-functions and applications, including the development, operations, support, maintenance, security and financial management of the area
- Oversee, plan, coordinate and direct the utilization of IT services throughout the city
- Establish the City of Missoula's IT strategy, organization and structure, and standards and controls, to maximize service delivery and ensure effectiveness of all city operations
- Align IT deployment with the City's business and strategic plans
- Implement and manage technologies for Application Development, Data Management, Network Operations, Service Desk, IT Security, Project Management, GIS, and Purchasing
- Administer the Public Safety software and hardware for the City and Missoula County
- Lead strategic planning for City information technology
- Identify and communicate emerging technologies and needed changes in existing infrastructure and systems
- Review all requests for network services to ensure compliance with established City networking standards
- Serve as project coordinator and manage contracts with vendors regarding IT initiatives and operations including negotiations, implementation and fulfillment
- Participate in the creation of the information systems disaster recovery and business continuity plans
- develop and manage the Information Technologies operational and capital budgets
- Supervise, prioritize, assign, and schedule work for IT staff ensuring projects are delivered on-time and budget
- Serve on the City's Management Team, the Central Services Executive Team, and other cross-departmental teams as assigned

Requirements for this job include:

- Any combination of education and experience equivalent to eight (8) years of professional managerial level information technologies administration, operations, project management or another relevant field, including two (2) years of supervisory experience.
- Must be able to pass a criminal history background check.

Knowledge, Skills, and Abilities:

- Knowledge of information technology, trends, and strategies
- Knowledge of strategic and long-term planning
- Knowledge of management principles to both direct and implement major information technology initiatives
- Knowledge of applications development, data management, network operations, service desk, IT security, project management, budgeting, and GIS
- Knowledge of program and project management methodologies and quality assurance principles

- Knowledge and ability to promote safe work practices and ensure compliance with City safety policies
- Skill in managing the day-to-day operations of an IT department
- Skill in developing departmental and capital project budgets
- Skill in determining appropriate service and staffing levels
- Skill in supervising, training and evaluating employees
- Skill in communicating, in person and in writing
- Skill in establishing and maintaining effective relationships with elected officials, city employees, and citizens

Benefits of Working for the City:

The City of Missoula will reward your contributions to our community with competitive compensation and generous benefits, including but not limited to:

- Market-Competitive Salary
- Work/life balance including the ability to earn exempt comp time (additional paid leave of one hour earned for each hour worked over 40 per week)
- \$0 premium coverage for employees and affordable premiums for family coverage
- \$10,000 Employer-sponsored Accidental Death and Dismemberment Life Insurance Policy
- Constitutionally [guaranteed retirement plan](#) with the City contributing 8.77% of salary on your behalf and the ability to contribute to a supplemental deferred compensation program
- Generous paid vacation, sick leave, and holidays
- Pre-tax flexible spending accounts
- The City of Missoula may qualify you to receive student loan forgiveness under the Public Service Loan Forgiveness. Look [here](#) to learn more and understand whether you may qualify.

Additional benefits package information is available [here](#).

To Apply:

Email your resume and letter to Emmalee Plenger, Recruitment Specialist at the City of Missoula, PlengerE@ci.missoula.mt.us. Your documents must be received no later than 5:00 p.m. MDT on April 24, 2022.

Your cover letter should specifically address how your prior work experience will allow you to successfully serve as a leader over diverse individuals and lead to meet overall city strategic objectives.