



CITY OF DETROIT
invites applications for the position of:

INFORMATION TECHNOLOGY NETWORKS MANAGER - ELECTIONS

SALARY: \$73,729.00 - \$83,482.00 Annually

OPENING DATE: 02/12/21

CLOSING DATE: 03/13/21 08:50 AM

DESCRIPTION:

Under general direction, to be responsible for the consistent availability, direction, implementation, coordination, communications between, improvements to and management of city-wide and departmental special purpose and microcomputer communications networks; to supervise a technical staff engaged in the management of wide and local area networks and the provision of technical support to users; and to perform related work as required. Extensive knowledge of elections database management. Extensive knowledge of elections procedures and operations.

EXAMPLES OF DUTIES:

1. Supervises a technical staff engaged in management of multiple wide and local area networks, their inter-connections and their capability to exchange data with a variety of information technology platforms.
2. Confers with appropriate city and agency technology managers, on standard policies, procedural problems and required actions necessary to ensure economical and efficient coordination of network operations and technical support activities, resolve problems and provide appropriate availability and service levels. Evaluates, recommends, installs and tests network systems.
3. Plans strategies for and develops standards, guidelines and procedures for network administration, security access control, and data protection.
4. Directs the activities of project management teams and their managers.
5. Serves as a liaison and primary technical contact with consultants, contractual personnel, vendors and user technology managers on network systems planning, implementation, interconnection, telecommunications, applications and data security standards, and other related matters.
6. Ensures the establishment and enforcement of standards for network applications, data conversion and integrity, hardware and software documentation, and the preparation and updating of bypass and disaster recovery plans.
7. Participates in negotiation of maintenance of network service level agreements with user agencies and departmental network platform user staff.
8. Coordinates and participates where appropriate in hardware and software changes, maintenance contract negotiations and agreements for warranty, repair and other service work to ensure availability of computer network resources.
9. Monitors network systems utilization to evaluate the need for feasible short term operational changes, and hardware and software upgrades.
10. Engages in strategic analysis and evaluation of current network platforms to develop long range proposals and recommendations for enhancements, replacements and/or adjustments to the overall Strategic Plan.
11. Controls the availability of network services managed through subordinate supervisors.

12. Maintains complete systems documentation for all network resources.
13. Prepares purchase proposals and writes or oversees the preparation of network hardware and software technical specifications.
14. Evaluates bids, and makes recommendations for selection.
15. Participates in negotiations with potential vendors and maintains vendor contact to review and evaluate network operation and management products.
16. Establishes detailed priorities and assigns staff to projects.
17. Develops and maintains project schedules of work assignments.
18. Monitors assignments to ensure that required or planned completion deadlines are met.
19. Reviews reports and recommendations prepared by staff for thoroughness, technical accuracy and adherence to standards.
20. Assists in development of work performance measures and evaluates staff's work performance.
21. Orients new staff and implements training procedures for new network management personnel.
22. Recommends and/or arranges for, and coordinates training to develop staff competence in network technologies, systems operations, data communications and other areas pertinent to management of department and user agency special purpose or microcomputer networks.
23. Oversees and monitors staff user training activities and evaluates effectiveness of training presented.
24. Reviews training materials for adherence to standards.
25. Ensures quantity and quality of work.
26. Reviews and approves non-routine disciplinary measures.
27. Serves as a technical support and advice contact for network systems management and operations.
28. Directs the integration of technologies to enhance availability and efficiency.
29. Represents the Department in important contacts with network user department management and representatives of other public and private agencies and enterprises.
30. Establishes and maintains contacts with counterparts in other public and private agencies, professional organizations and other sources of expertise concerning the technical and managerial aspects, of multiple platform network information systems administration.
31. Attends professional seminars in areas of expertise, reads professional literature and periodicals to keep abreast of technological developments.
32. Assumes other assignments as defined by department executives or by future technological developments, as required.

MINIMUM QUALIFICATIONS:

Bachelor's degree in Management Information Systems, Computer Science, Systems/Application Programming or a related field of study, or at least eight (8) years of Elections enterprise scale multi-network management experience that warrants consideration of equivalency.

Eight years of demonstrated, responsible experience overseeing County or City-wide elections information systems management or enterprise wide-area network systems development or administration, including three years in a supervisory or management capacity. Preferably experience with administration of multiple network platforms utilizing a variety of operating systems and advanced data communication methods.

Equivalent combinations of education and experience that provide the required knowledge, skills and abilities will be evaluated on an individual basis.

PREFERRD: 4-8 YEARS EXPERIENCE IN A CITY, COUNTY OR NON-PROFIT

PLEASE ATTACH A RESUME TO APPLICATION

SUPPLEMENTAL INFORMATION:**Evaluation Plan**

- Interview: 70%
- Evaluation of Training, Experience & Personal Qualifications: 30%
- Total of Interview and Evaluation T.E.P: 100%

Additional points may be awarded for:

- Veteran Points: 0 – 15 points
- Detroit Residency Credit: 15 points

The City of Detroit has incorporated NEOGOV, an online hiring system, which allows applicants to create a user account/profile, apply for current job opportunities and check the status of their candidacy all on-line. Hard copy paper applications are no longer available. Everything is done through our website, www.detroitmi.gov/detroit-opportunities/find-a-job, where you will find our employment opportunities, and will be able to create an account and apply for jobs.

Position #2020304192671EXT
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ELECTIONS
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Job Seekers without computers may use any of the 23 branches of the Detroit Public Library.
<http://www.detroit.lib.mi.us/>

In addition applicants without computer access can visit any of DETROIT EMPLOYMENT SOLUTIONS, a Michigan Works Agency.
<http://michiganworks.org/agencies/agency/178/>

INFORMATION TECHNOLOGY NETWORKS MANAGER - ELECTIONS Supplemental Questionnaire

- * 1. Do you possess a Bachelor's degree in Management Information Systems, Computer Science, Systems/Application Programming or a related field of study, or at least eight (8) years of Elections enterprise scale multi-network management experience that warrants consideration of equivalency?
- YES
 NO
- * 2. Do you have (8) eight years of demonstrated, responsible experience overseeing County or City-wide elections information systems management or enterprise wide-area network systems development or administration, including three years in a supervisory or management capacity? (Preferably experience with administration of multiple network platforms utilizing a variety of operating systems and advanced data communication methods.)
- YES
 NO
- * 3. Do you have (4) four to (8) eight years experience working in a City, County or Non-profit? (PREFERRED)
- YES
 NO
- * Required Question