City of Florence Employment Opportunity

IT MANAGER

$4,654—6,431 monthly

The City of Florence is accepting applications for an Information Technology (IT) Manager to join our team! The IT Manager is a new position within our organization and will develop the City's IT Department.

Position Summary:

The City of Florence Information Technology (IT) Manager will plan, direct, and oversee the City's IT Department and the information technology systems supporting the City's business needs across the organization. It is a strategic position responsible for managing the City-wide systems and contractual support services, as well as a "hands on" position in supporting City staff.

IT Manager's Role:

The IT Manager will oversee the daily functions, operations, and activities of the information technologies and networks for the City of Florence. The City has completed an IT Assessment and Strategic Plan, including development of an infrastructure improvement implementation schedule. The IT Manager will be responsible for implementing the IT Strategic Plan elements, which includes network, workstation, systems, policies, and procedures. The IT Manager serves as a member of the City's Management Team.

It is understood that IT professionals commonly have areas of specialization. The IT Manager may not perform all duties listed within the job description, but may manage contractual services, or future support staff depending on growth, for the duties outside of their specialty, certifications, or capacity.

Special Requirements, Licenses, and Certifications:

- Desired proficiency in such software applications as Microsoft Office Suites, database management, PHP, HTML, SQL, VoIP, and/or other general purpose programming language.

- Preferred familiarity with website design and maintenance for interaction with contract providers.

- Preferred familiarity with land mobile radio infrastructure systems.

- CJIS (Criminal Justice Information System) Level Four Certification (must obtain within the first 30 days of employment, if not already certified).

- Possess of a valid Oregon driver's license within the first 30 days of employment.

Qualifications:

Bachelor's degree in Computer Science, Information Technology, or related field of study. Three to five (3-5) years progressively responsible experience in the area of information systems. An equivalent combination of education, experience, and training that would likely provide the knowledge, skills, and abilities required to perform the essential job duties would be considered.

City of Florence

A City in Motion
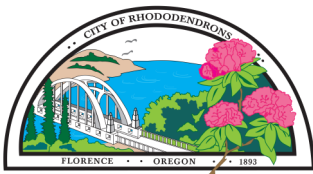
To Apply:

Please visit the City's website at www.ci.florence.or.us/jobs for a detailed job description, to download a City employment application, and to learn how to apply for the position.

Position is open until filled with a first review of applications June 19, 2017 at 5 pm.

The City of Florence is an equal opportunity employer and service provider.

FLORENCE, OR

Florence (population 8,600), located only an hour west of Eugene on the Central Oregon Coast, is known for our quaint Historic Old Town and our great outdoor recreation opportunities located within the Oregon Dunes National Recreation Area.
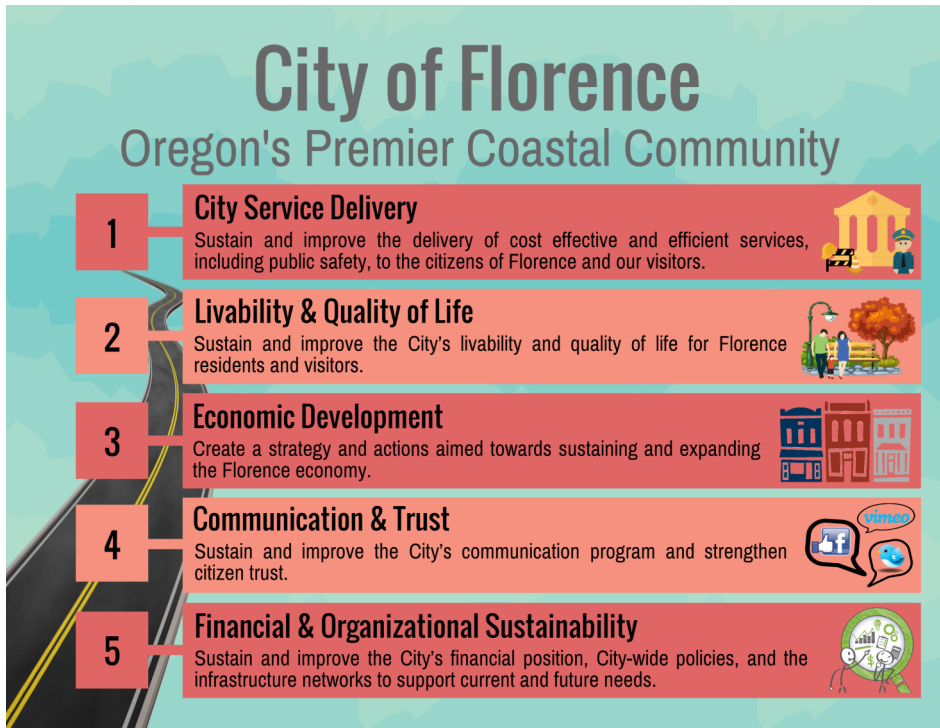
Florence is a thriving community in western Lane County with an economic base of small business, medical care facilities, educational opportunities, and services including the fishing and logging industries. In recent years Florence has welcomed active retirees and has expanded its tourism base. For more information on the Florence area, please visit www.florencechamber.com.

Incorporated in 1893, the City of Florence operates under the council-manager form of government. The mayor and four councilors are elected at large. The management team members report directly to the City Manager.

The City has approximately 64 FTE staff members and a current budget of $34.5 million. The City's departments include City Manager's Office, Community Development, Finance, Florence Events Center, Municipal Court, Police, and Public Works.

What's ahead for the City of Florence?

City of Florence
Oregon's Premier Coastal Community

1 City Service Delivery
Sustain and improve the delivery of cost effective and efficient services, including public safety, to the citizens of Florence and our visitors.

2 Livability & Quality of Life
Sustain and improve the City's livability and quality of life for Florence residents and visitors.

3 Economic Development
Create a strategy and actions aimed towards sustaining and expanding the Florence economy.

4 Communication & Trust
Sustain and improve the City's communication program and strengthen citizen trust.

5 Financial & Organizational Sustainability
Sustain and improve the City's financial position, City-wide policies, and the infrastructure networks to support current and future needs.

The Florence City Council has refined the vision, mission, and goals for our City and our community over the past two years. The vision that our City Council and our employees strive for is to become "Oregon's Premier Coastal Community." In order to accomplish this vision, the City Council has developed five overarching goals. The work outlined in our City Work Plan can be tied to one or more of these goals. As shown to the right, our City Goals include: City Service Delivery; Livability & Quality of Life; Economic Development; Communication & Trust; and Financial & Organizational Sustainability. This vision and our goals were developed with the long-standing City mission at the core. The City of Florence's mission is "to meet community expectations for municipal services, provide a vision for civic improvements, maintain a quality environment, and position Florence to have an economically viable and sustainable future."

It takes a lot to become Oregon's Premier Coastal Community and we are working hard each day to achieve this. As we speak to our local and regional partners, civic groups, and our citizens, we describe our work and our organization as a *City in Motion*. This has become our motto and our tag line. It takes constant movement and effort to achieve our goals. Everything we do contributes to achieving those goals for our organization and our citizens.

Our City staff and our community have embraced the *City in Motion* mantra. Check out our City of Florence: A City in Motion video on our website at www.ci.florence.or.us/citymanager/city-motion-video. The City Council and Management Team have outlined what it means to be a *City in Motion* and the exciting projects we have in store for our community. We are looking for a local government professional who can join our *City in Motion*, embrace our mission and goals, and contribute to our vision of becoming Oregon's Premier Coastal Community!

IT Manager Initial Priorities

The City of Florence's Work Plan outlines some exciting projects for the City's information technology network and the City as a whole. Several of those projects are outlined below and will become priorities for the new IT Manager.

1. Development of the City's IT Department.
2. Implementation of the City's IT Strategic Plan, including:
   - *Updating the City's IT network infrastructure.*
   - *Standardize the delivery platform for IT support to reduce acquisition and support costs.*
   - *Implement needed hardware and software upgrades per the IT Strategic Plan schedule.*
   - *Development and implementation of policies and procedures for use of the City's technologies.*
3. Provide strategic direction to the City through goal setting, work plan development, and budgeting.
4. Review and implementation of best practices for City-wide IT policies, both internal and external.
5. Provide assistance during the City Hall remodel to modernize the City's utilization of technology solutions to improve service to citizens, provide efficiencies to staff, and to improve public meeting capabilities.
6. Review and manage the City's support services contracts.