

Job Title: Technology Manager

Internal posting: June 11, 2009

Position opens: June 11, 2009

Position closes: July 3, 2009

Salary range: Starting annual salary \$98,168- \$108,230 depending on experience or qualifications

To apply: Please submit a cover letter of application and your resume to

Anthony Cesario, Senior Recruiting Consultant, WA State Department of Personnel, 521 Capitol Way S, PO Box 47500 Olympia, WA 98504 or e-mail to ExecutiveCareers@dop.wa.gov.

The agency is seeking a technology manager to plan, organize, direct, monitor and evaluate the services and activities of the Technology department. This position reports to the Finance, Technology and Development division manager. As part of the Finance, Technology and Development team will work to support all agency operations, specifically the Finance, Air Resources, Human Resources, Communications and Legal Departments as well as the Compliance Division. Job duties include:

- Developing a department vision, mission and goals to meet the needs of the agency
- Transitioning and integrating information systems and records work staff in a manner consistent with agency culture
- Evaluating the adequacy of department structure, including personnel workload, and skill to confirm current structure or recommend changes to management
- Enhancing /expanding collaborative relationships with internal customers and partners by serving as a consultant on issues of analyses, solution development and implementation planning
- Establishing and implementing a process to continuously assess and prioritize technology resources
- Ensuring agency information systems are compliant with Washington State Digital Government Initiatives
- Assessing current paper and electronic records management systems to ensure systems will meet new and future records regulations
- Assessing web management needs and developing a set of plans, goals, and timelines to meet the needs of human, technology, and financial resources
- Developing relationships with finance and human resources departments to achieve more reliable financial and human resources information management systems
- Designing and implementing a technology training curriculum for agency staff
- Serving as a member of the management team, representing the technology needs of the entire agency

Required Knowledge, Skills and Abilities

- Strong written and verbal communication skills
- Well-developed people, project and budget management skills
- Proven ability and desire to lead, motivate, manage, and develop staff
- Technically knowledgeable with an emphasis on technologies used in networking enterprise software systems and services

- Strong collaboration and team building skills
- Experience in paper and electronic records management
- Web management experience
- Experience in data base, application, and web development (SQL, .NET, C#, Microsoft Exchange Server, IIS, etc.)
- Experience and interest in building and sustaining relationships, teams, and processes throughout the agency
- Familiarity with methodologies and technologies for managing electronic records, retention schedule and disposition rules as well as digital preservation techniques

Education and Experience

Candidates may have any combination of education and experience which provides the knowledge, skills, and ability to perform the job. Minimum education and experience is:

- **Education required:** Bachelor's degree from an accredited college or university in computer science, business administration, or related field
- **Experience preferred:** Ten years of directly-related experience demonstrating a wide range of system administration, computer network operations and records management knowledge, including five years of increasingly responsible experience in supervision of technical staff