



EMPLOYMENT OPPORTUNITY
City of Roseburg, Oregon

INFORMATION TECHNOLOGY MANAGER
\$5375 month – Applications close 5:00 p.m. February 18, 2010

DEFINITION: Administers development, support and security of the City's information technology infrastructure. Utilize benefits of emergency technologies. Performs high level of technical activities to provide all City departments with effective communication services, systems and applications. Develop and implement technologies to provide and improve services for citizens and customers. This is a confidential position.

SUPERVISION: Works under the direction of the Finance Director or designee who outlines broad objectives and activities and review results obtained. Supervision of technical staff is expected of this position. Employee outlines, prioritizes and assigns work and reviews completion of assigned projects.

TYPICAL EXAMPLES OF WORK: Any single position of a class will not usually involve duties which are not listed. Provide services for City computers, networks, telephony, mobile phones, radios, wireless, broadband, video, audio, website-email and other communication systems. Manages computer technological growth to meet needs of all City departments. Provides office automation support to staff and conduct technology planning services and make recommendations. Administers overall network operations including security, data file and applications software control, backup, user access, upgrades and performance monitoring. Troubleshoots network hardware and software problems. Provides professional, technical guidance on information system needs and capabilities to assist all departments. Oversees installation of any new software. Coordinates all technology purchases. Provides technical interface with computer product vendors and contractors. Develops and implements IT policies, technology and contingency plan. Develops and implements training for all system users. Develops and maintains City virus protection program. Monitors and maintains the integrity of operation of networks. Coordinates City's Internet website. Develops disaster/emergency recovery procedures for technology systems. Develops and manages Information Technology Division budget. Other duties as assigned.

MINIMUM QUALIFICATIONS: Two-year degree in electronics, computer science or related field. Three-years experience in system review, design and technical support; one-year supervisory experience. Thorough knowledge of computer operations and technologies; information systems practices and techniques; hardware and software and peripheral products evaluation. Ability to work effectively with technical personnel and communicate clearly with users with limited computer background. Any other satisfactory equivalent combination of education, experience and training which insures the ability to perform the work may substitute for the above. Post-offer physical including drug screen.

DESIRABLE QUALIFICATIONS FOR EMPLOYMENT-KNOWLEDGE, SKILL AND ABILITY: Bachelor's degree in electronics, computer science or related field. Ability to communicate effectively in written and oral form. Ability to obtain and analyze information for practical solutions. Ability to make recommendations within established policy and use initiative. Ability to perform multiple tasks and organize time effectively. Ability to work in a cooperative manner with other employees, other agencies, professionals, vendors and the public.

EMPLOYMENT INFORMATION

How To Apply: Complete an application form available via one of the following methods.

In-Person: *City of Roseburg Human Resources*
900 SE Douglas Avenue
Roseburg, OR 97470

Telephone Request: *(541) 440-1199 (24-hour Jobline); (541) 672-7701 (Office)*

Download from: www.cityofroseburg.org

Submit completed application to Human Resources by the closing date listed in the job announcement. Applications submitted by mail must be postmarked no later than 5:00 p.m. on the closing date. All required documents should be presented with the application. Resumes are not accepted either in addition to or in lieu of the City of Roseburg application form. Faxed or electronic applications are not acceptable.

Selection Process: Applications are thoroughly reviewed and screened by the Human Resources Office. Since these are competitive selection processes, applicants whose backgrounds appear to most closely match the needs of the particular vacancy will be considered. Once the screening is complete, Human Resources notifies all candidates of their status. This process can take from one to four weeks after the closing date. Due to the number of applicants and the limited number of job opportunities, not all applicants proceed in the recruitment process.

Equal Opportunity Employer

Roseburg – The Hub of Southern Oregon

Roseburg is located in the “Hundred Valleys of the Umpqua” in southwestern Oregon on Interstate 5. It is 67 miles south of Eugene, 97 miles north of Medford, 80 miles east of the Oregon Coast and 80 miles west of Diamond Lake at the summit of the Oregon Cascades. The elevation is 465 feet. Roseburg has a mild, four seasons climate. Annual average rainfall is 35.07 inches. There is an occasional light snow, but it is not a significant part of the annual precipitation. There are approximately 219 growing days based on the period from the last frost in the Spring until the first frost in the fall. Average summer temperature is 65.8° with a few days up to 100°. Average winter temperature is 44.67° with a few days below 20°. We are reported to have the lowest wind velocity in the U.S., an average of 4-6 mph. Roseburg is the largest city in Douglas County with an approximate population of 22,000 and an urban population of 50,000. Roseburg School District No. 4 serves the City. There are several private schools. Umpqua Community College is located 5 miles north of Roseburg on the banks of the Umpqua River. There are several major shopping areas in Roseburg, and the community boasts a wide choice of housing types and price ranges in settings to suit any housing customer. Roseburg is the location of choice for many who seek a high quality living environment at a reasonable price.

