



CITY OF BRIDGEPORT, CONNECTICUT

The City of Bridgeport, CT is now accepting submissions for the position of

Information Technology Services (ITS) Director

Salary: \$126,591.00 per year. This position includes a comprehensive benefits package. This summary provides a brief overview of the benefits available to regular full-time municipal employees; depending on the employee group some of these benefits may include: retirement pension administered by CMERS (Connecticut Municipal Employees Retirement System), health insurance (medical, dental, vision, prescription), life, disability, paid leave, paid holidays, 457(b) deferred compensation plan (employee paid), and other voluntary employee paid benefits.

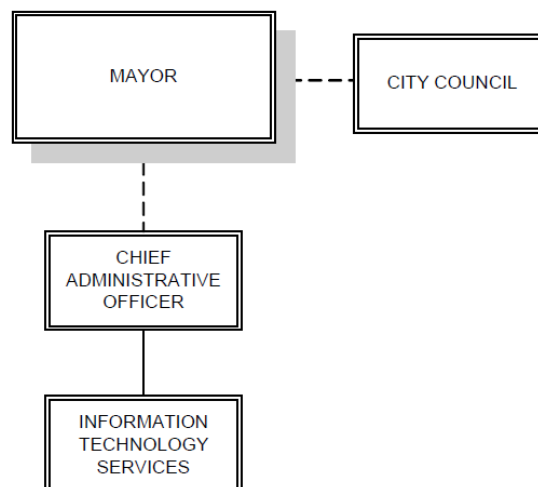
To Apply: Please mail, deliver or email a cover letter, resume, and supplied application to the Civil Service Commission office, 45 Lyon Terrace, room 106, Bridgeport, CT 06604. Required documents can be emailed to COB.Jobs@bridgeportct.gov.

Deadline to apply is February 22, 2019. (Any/all changes to this deadline shall be at the discretion of the City of Bridgeport).

Municipal Profile

The City of Bridgeport is located in Fairfield County at the mouth of the Pequonnock River on Long Island Sound. It is boarded by the towns of Trumbull to the north, Fairfield to the west, and Stratford to the east; with an approximate population of 147,000, 50,367 households, and a population density of 9,226 residents per square mile. The City has a Mayor-City Council form of government. The City's Mayor is the chief executive officer of the City and serves four-year term(s). The City Council, which acts as the City's legislative body, consists of twenty (20) members elected for two-year terms.

Information Technology Services (ITS) Division



General Statement of Duties:

The Director of Information Technology Services provides the CAO's office with support for unifying leadership and vision in the strategic direction, implementation and management of the City's information technology (IT) program and budget. The Director advises the CAO on all IT and IT-related programs and issues. The Director also has responsibility for the operation of a highly complex and dynamic networked infrastructure and applications providing full spectrum IT services to City staff and ensuring continuity of operations.

This department director level position involves various leadership roles and administrative responsibilities including selection, training and performance evaluation of subordinates, plus successful execution of departmental programs and projects. The incumbent directs IT operations, maintenance and programs through subordinate supervisors with assigned responsibility for specific aspects of the IT portfolio. The incumbent works under the general direction of the CAO and must be capable of exercising independent judgment, demonstrating business acumen and sound technical knowledge in order to accomplish program objectives.

This leadership role requires strong analytical and technical abilities and demands fast, but carefully thought-out decisions. The job centers on developing new ideas, systems and technology, in addition, analyzing and improving established ones. A high level of expertise is expected. Successful candidate will have a style that is purposeful and directed advancing the City and IT Strategy to improve operations and decision making.

Typical Tasks or Assignments:

The essential functions or duties described below are the primary functions and duties of the position. There may be other types of work that may be performed and the omission of a particular duty or function does not exclude that duty or function from the position provided the duty or function is similar in work, related to the work or logically assigned to the position.

1. Provides IT advice to City Council, City Management, City Staff and outside agencies. Excellent verbal and written communication skills are needed to interact effectively with each of these stakeholders which includes presentations to any of these groups; and where necessary focus groups and the general public.
2. Coordinates and participates in meetings with the City's departments to build and understand the City's business and IT needs.
3. Confers with management to determine information functional needs and technical requirements of departments to determine boundaries and priorities of IT projects.
4. Responsible to assure appropriate cybersecurity program is established and functional, including tested disaster recovery protocols are in place.
5. Consults with senior management involved with proposed projects to insure cooperation and further define the nature of the project.
6. Manages and oversees assigned operations to achieve goals within available resources; plans and organizes workloads and staff assignments; trains and evaluates assigned staff; reviews progress and directs changes as needed.
7. Assures assigned areas of responsibility are performed within budget; performs cost control activities; supervises expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
8. Creates, changes, implements and manages written IT policies and procedures to establish and maintain excellent standards of performance.
9. Researching and writing of grants.
10. Issues oral and written instructions to IT staff; assigns duties, inspects work for exactness, neatness and conformance to policies & procedures, along with established industry technical standards.

11. Prepares, schedules and expedites workflow; studies and standardizes procedures to improve efficiency and effectiveness of IT operations within the City.
12. Oversees the analysis, design, programming and administration of information technology systems, including lifecycle management of equipment and applications.
13. Prepares an assortment of IT studies, reports and related information for decision-making purposes.
14. Prepares business case studies defining the potential project feasibility.
15. Prepares progress reports to inform management of project status and deviation from goals.
16. Coordinates with management, support staff, technical personnel or vendors to solve problems.
17. Outlines system, database and security requirements for information technology systems.
18. Works with the Procurement Division to prepare and solicit requests for proposals for hardware and software solutions and professional services.
19. Assists staff to diagnose and solve technology problems.
20. Organizes, directs and participates in training activities for all City staff.
21. Participates in technical projects including writing equipment and application specifications.
22. Performs related work as necessary.

This position will be subject to additional security clearances and training as mandated by CJIS (FBI Criminal Justice Information Service Standards) and the City of Bridgeport Police Department due to access to the police department facility or police department's electronic data.

Education and Experience Requirements:

Bachelor's degree in Information Systems Management, Computer Science, Business Management, Public Administration, Data Processing, Engineering or related field. Master's Degree in Business Administration or related information systems field preferred.

Minimum of ten years of professional experience in information technology, with six years of direct personnel management and at least four of which are in a senior leadership role.

Knowledge, Skills and Abilities:

- Able to communicate technical information in common language as to be understood by people outside the IT industry.
- Extensive knowledge of information technology, including virtualization and cybersecurity.
- Considerable knowledge of fixed and mobile data and unified voice communication systems.
- Considerable knowledge of modern management information systems, and business process analysis.
- Considerable knowledge of office automation software applications.
- Knowledge of theory, principles, practices and techniques of public administration, including budgeting and financial planning, financial management, human resources, purchasing, risk management, operations management and other general operational support services.
- Knowledge of Federal, state and local laws, regulations and court decisions applicable to information technology.
- Knowledge of Municipal fiscal, budgetary and financial operations of government.
- Knowledge of cloud computing, network infrastructure, application hosting/management, cybersecurity and resilience, data analytics and web and mobile application development.
- Familiar with agile approaches as well as traditional IT governance and management practices.
- Ability to effectively drive process and technology change in a dynamic and complex operating environment and engage and support diverse business stakeholders.
- Ability to analyze, interpret and explain proposed legislation and programs in terms of their implications and impacts on City programs, operations and sources of revenue.
- Ability to operate flexibility within shifting political and operational constraints.

Licenses and Certifications:

- A valid Connecticut Driver's License may be required for transportation between various sites.

Physical Demands:

The conditions below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Needs to be able to operate equipment and machinery with some requiring rapid adjustments such as a computer keyboard and terminal, photocopier, and calculator.
- Must be able to coordinate eyes, hands, feet and limbs in performing skilled movements such as rapid keyboard use.
- Essential and marginal functions may require maintaining physical condition necessary for sitting for prolonged periods of time. Tasks may involve extended periods of time at a keyboard or workstation. Frequent downward flexion of neck, side-to-side turning of the neck, fine finger dexterity and grasp to manipulate the keyboard, telephone, writing instruments, papers, books, manuals, and reports.
- Work may involve occasional outdoor fieldwork.
- Additional hours and attending meetings outside regular work hours may be required. Work environment is professional and both team and autonomy oriented. This position is impacted by urgent time deadlines due to various reporting and filing requirements. There is some repetitiveness in program coding, a need for extreme accuracy, and paying attention to detail. Additionally, there is a need to be able to shift attention before tasks are completed to be able to balance user demands, telephone and other interruptions.

This job description is not, nor is it intended to be, a complete statement of all duties, functions, responsibilities, qualifications, physical, and cognitive which comprise this position. The above is intended to be a fair representation of the "typical" demands of the position.

An Equal Opportunity Employer MF/AA/DIS

For further information and contact:
CIVIL SERVICE COMMISSION OFFICE
45 LYON TERRACE, ROOM# 104
BRIDGEPORT, CT 06604

This is the application for the Information Technology Services (ITS) Director position only.

Do not use this application to apply for any other positions/examinations

To apply for this position, you must submit:

1. An application, found on the following pages of this document
2. Cover Letter
3. Resume

Print out this form and fill it in, in ink. Do not use pencil. Deliver in person or mail this application to:

Civil Service Commission
City Hall, Room 106
45 Lyon Terrace
Bridgeport, CT 06604

Applications and required documents may also be scanned and emailed to:
cob.jobs@bridgeportct.gov

Please be sure to answer all questions on this application and follow these instructions carefully.

Please do not call the office to ask about the status of your application

We will contact you as soon as we have information to share with you about this position. We thank you for your patience.

Thank you for your interest in applying for a position with the City of Bridgeport.

An Equal Opportunity Employer MF/AA/DIS

CITY OF BRIDGEPORT, CONNECTICUT

CIVIL SERVICE COMMISSION

CITY HALL • 45 LYON TERRACE • BRIDGEPORT, CONNECTICUT 06604-4023

Non-Competitive Employment Application

Position Applied for	Information Technology Services (ITS) Director	Date	
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APPLICANT INFORMATION

Last Name		First Name		M. I.	
Mailing Address				Apartment/Unit #	
City		State		ZIP	
Phone			E-mail Address		
Are you a citizen of the United States?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If no, are you authorized to work in the U.S.?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Have you ever worked for the City of Bridgeport before?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If so, when?		

EDUCATION

High School				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
College				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	
Other				Address		
From	To	Did you graduate?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Degree	

REFERENCES

Please list three professional references.

Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				
Full Name			Relationship	
Company			Phone	
Address				

PREVIOUS EMPLOYMENT						
Company					Phone	
Address					Supervisor	
Job Title						
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company					Phone	
Address					Supervisor	
Job Title						
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>

Company					Phone	
Address					Supervisor	
Job Title						
Responsibilities						
From		To		Reason for Leaving		
May we contact your previous supervisor for a reference?					YES <input type="checkbox"/>	NO <input type="checkbox"/>

DISCLAIMER AND SIGNATURE				
Signature			Date	

I certify that all information supplied on this application is accurate and truthful to the best of my knowledge. I understand that any misrepresentation of facts is cause for refusal of employment and/or termination of employment.

I understand that, if I am hired as a seasonal or part-time employee, I am not eligible for any City of Bridgeport sponsored benefits.

In the case of an emailed application, entering your name above will constitute an electronic signature. You may be asked to sign this application in person if you are offered a position with the City of Bridgeport.

It is the policy of the City of Bridgeport to employ, train, compensate, and promote individuals without regard to race, religion, national origin, sex, sexual orientation, age, disability, veteran status, or other characteristics protected by law.

For purposes of Affirmative Action, we are requesting that you fill out the data below. This data will in no way be used to influence your possible selection for any position. The purpose of collecting this data is statistical and may help this office to determine whether advertising is reaching all segments of the community.

GENDER: Male Female

ETHNICITY: Asian Black (Non-Hispanic) Hispanic White Other: _____