



The County of Placer, California
is seeking a highly skilled professional for the position of

Information Technology Manager

(Unclassified Management)

Department of Administrative Services



Annual salary: \$103,792 - \$126,193

Due to recent California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County.

The filing deadline for this recruitment is 5:00 p.m., Friday, January 16, 2015. Applications must be submitted online at www.JobsAtPlacerCounty.com.

THE DEPARTMENT OF ADMINISTRATIVE SERVICES

Administrative Services provides a wide range of administrative, technology related, collection, procurement and print services that are cost-effective and essential for customer departments to efficiently deliver quality and timely support to the citizens of Placer County. The department is comprised of five divisions: Central Services, Procurement, Revenue Services, Telecommunications, and Information Technology. The Information Technology Division is managed by the Deputy Director of Information Technology, who reports directly to the Director of Administrative Services. Two Information Technology Managers report to the Deputy Director of Information Technology.



wide Windows-based systems and solutions. This team provides technical support for the county's networked business computing environment and manages the County's email, web conferencing, remote access and file service solutions. This team provides Windows system administration and manages an enterprise-class Storage Area Network (SAN) for the Windows environment. County departments may enter into a Service Level Agreement (SLA) with the Enterprise Systems Team to host and manage servers and associated storage within the County's primary data center for their dedicated department specific applications.

- **The Security Services Team** which is responsible for the coordination, support and administration of network security, including firewall, anti-virus protection, remote access, internal security audits, network security consultation for County network customers.
- In addition this management position acts as the County Security Officer and the HIPAA Security Officer.

THE IDEAL CANDIDATE

The County is seeking a highly qualified individual that can provide overall functional leadership and facilitation supporting direct line IT supervisors and staff to ensure the successful execution and delivery of Placer County IT services through innovation and emerging technologies.

The ideal candidate will possess the following:

- Ability to determine and develop cost benefit analyses for project justifications; identify the budget and resources needed to conduct the work; manage and monitor budget dollars and staff; evaluate risk options; ensure project compliance with established procedures or protocols, budgetary constraints, and staff/resource utilization in the areas of network/ server/platform analysis, administration, and engineering.
- Experience in directing the resources of projects to ensure compliance with budget and project specifications.
- Ability to develop policies and procedures, strategic plans, objectives, and priorities for assigned work units/operational areas and to plan for new technology through the life-cycle and determine the priority of work when conflicts arise.
- Ability to lead/manage a diverse team and provide second level supervision.
- Ability to determine organizational structure, staffing needs, and work strategies for assigned work/operational units.
- Knowledge of principles and practices of supervision, discipline, leadership, mentoring, and training.
- Ability to deploy the human and financial assets needed to achieve objectives and measure results.
- Ability to serve as main client interface on all aspects of projects; review recommendations with clients and receive approval to proceed; review final outcome with client to obtain sign off that all work has been conducted in accordance with client requirements.
- Ability to design and direct project testing and quality assurance processes.
- Ability to identify and develop metrics to measure performance.
- Ability to provide technical advice in the development of

THE POSITION

The Information Technology Manager is an Unclassified position and, as such, serves at the pleasure of the Appointing Authority. This management position recommends priorities for Division resources and exercises direct supervision over management, supervisory, professional, and clerical personnel. This position reports to the Deputy Director of Information Technology and has senior management responsibility for planning, organizing, and directing the day-to-day operations of the Customer Support Services Group, including the development of short-and long-range plans to obtain program objectives, development and administration of the unit's budget of \$4.5 million, management oversight of 26 professional and technical staff members, development and implementation of policies and procedures, procurement of various technology-related items; business development; outreach to partners and customers; and technology-related strategic planning. The group includes the major program areas listed below.

- **Customer Services Team** which is responsible for coordinating the administration, support and maintenance of countywide support applications. This team is also responsible for the staffing, support and administration of the Customer Service Center, the data center and network change management.
- **The Systems Services Team** which is responsible for the availability, administration, support and maintenance of enterprise-



specifications for “requests for proposal” pertaining to external services; review submissions and provide recommendations on vendor selection.

- Ability to recommend information technology strategies, policies, and procedures by evaluating organization outcomes; identifying problems; evaluating trends; anticipating requirements.
- Work with Project Management Office to support client business development initiatives.
- Meet regularly with Senior Management and Department Heads to discuss IT and strategic business goals.
- Experience with implementing Information Technology Infrastructure Library (ITIL) Framework.
- Certification in one or more of the following areas would be beneficial: Certified Information Systems Security Professional (CISSP), HealthCare Information Security and Privacy Practitioner (HCISPP); Global Information Assurance Certification (GIAC), Certified Security Compliance Specialist (CSCS), Information Technology Infrastructure Library (ITIL) Foundation Certification, ITIL Service Manager.

A complete job description for Information Technology Manager is available on our website at: www.JobsAtPlacerCounty.com.

MINIMUM REQUIREMENTS:

Experience: Five years of increasingly responsible experience in Information Technology involving direct experience in systems development, programming and/or operations; including two years of supervisory responsibility.

Training: Equivalent to a Bachelor’s degree from an accredited college or university with major course work in computer science, information systems, telecommunications management, business administration, public administration or a related field. A Master’s degree is desirable.

License or Certificate: May need to possess a valid California driver’s license as required by the position. Proof of adequate vehicle insurance and medical clearance may also be required.

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LIFE IN PLACER COUNTY

Placer County is a delightful place to live and work – there is no other place like it in California. Stretching from the suburban outskirts of the Sacramento Valley to the mountains of the North Lake Tahoe region, the abundance of recreation, arts, and breathtaking scenery are just a few of the attractions that make Placer County a special place to residents and visitors. The County’s expansive elevation and landscape encompasses valley grasslands, oak-covered foothills, and snow-capped mountains. Recreational prospects abound in the County’s numerous rivers, lakes, state parks and ski resorts.

The Placer Valley area consists of three vibrant suburban communities located in the south and western areas of Placer County. The cities’ high standards and family values have resulted in a nationally recognized quality of life, as exemplified by the Family Circle magazine designation of Rocklin as one of the ten most desirable places for a family to live, the Money magazine ranking of Roseville

as one of the best places to live in the United States, and Lincoln’s “All American City” designation (an annual award presented to ten U. S. communities whose citizens work together to identify and tackle community-wide challenges and achieve uncommon results). Recreational amenities, cultural activities, world-class shopping, dining and golf abound in the area. This safe, green-oriented, and affluent community hosts a variety of amateur and youth sports events. The Placer Valley area also encompasses rich agricultural lands. The Folsom Lake State Recreation Area offers boating, water skiing, fishing, swimming, horseback riding, and camping.

The foothills, home to the world-famous Gold Country, offer well stocked rivers and tree-lined lakes. In the spring and summer months, adventure seekers can compete in the annual Western States Endurance Run, the first of its kind; and equestrians looking for a long-distance adventure can try the Tevis Cup equestrian endurance ride from Lake Tahoe to Auburn. Fans of water adventures and activities can spend the day white-water rafting, canoeing, or kayaking down the American River; panning for gold in the same waters that brought tens of thousands of miners to the foothills in the California Gold Rush; swimming in tree-lined lakes and fishing in well-stocked rivers. Hiking the old wagon trails through the Tahoe National Forest offers a trip through the area’s history. The Auburn State Recreation area provides challenging trails for adventure seekers on mountain bikes, dirt bikes, and off-road vehicles. A host of other quieter outdoor pursuits are available in picturesque settings punctuated with wildflowers, waterfalls, and abundant wildlife. Placer County’s emerging wine trail offers tours of boutique wines inclusive of opportunities to meet local wine makers and taste award-winning wines.

During November and December, Placer County is world famous for its sweet and nutritious mandarins. Spring and summer bring the strawberry harvest with delicious, juicy, red, ripe berries straight from the fields. Or, enjoy vine-ripened, freshly picked tomatoes, fruits, and other produce and eggs at one of the year-round local farmers markets or produce stands.

The splendor of Placer County’s High Country offers adventure, rest, or relaxation. The eight resorts in the North Lake Tahoe area, including the world-renowned Squaw Valley, are experiencing unprecedented expansion with resorts offering unparalleled access to 6,000 acres, 44 lifts, over 270 trails, new high speed chairlifts, accommodations and expanded restaurants. In addition to skiing and snowboarding adventures, winter activities include cross-country skiing, telemark skiing, snowshoeing, ice skating, sleigh rides, dog sled tours, snow tubing, aerial tram rides, outdoor heated swimming pools, hot tubs, saunas, an indoor climbing wall and a fitness and health spa. Summer activities include golfing, hiking, mountain biking, fly fishing, horseback riding, tennis, sky jumping, a ropes course, and ATV tours. Thrill seekers can enjoy a downhill bike trail with 45 tabletop jumps. From east to west, Placer County’s natural resources and open space provide for adventure, peace, or quiet to enjoy leisure time to the fullest.

Encompassing 1,424 square miles of diverse geography, plus 82 square miles of water, Placer County is considered a rural/suburban county with 251 persons per square mile and the State’s 22nd highest population among the 58 counties. The County’s diverse landscape, moderate climate, stable geography, and low crime rate enhance the high quality of life enjoyed by residents. Whether living in a suburban



community, small town, farm setting, or urbanized valley, residents can be a short drive from work. Moderate, dry days and cool nights characterize the summer months in Placer County. The County's rainy season occurs between November and April; but, excessive rainfall and damaging windstorms are rare. In addition to offering beautiful scenery and winter recreation, the Sierra Nevada snowfields provide a major source of water during the dry summer months. Ground stability is an important factor to businesses, residents, and visitors. Placer County is located in the state's lowest shaking hazard area; and, the Sacramento Region ranks among the lowest in the state for the probability of a major earthquake. Crime rates are below the state average and the lowest when compared to the Sacramento Region and the Bay Area. High-quality, comprehensive medical services are available with service by three major acute care hospitals.

COUNTY GOVERNMENT

Placer County is financially sound, with a strong infrastructure, and continued resolve to balance long-term fiscal integrity with the strategic distribution of limited resources that address operations and service needs. With the continued steady hand of a five-member Board of Supervisors, elected by district, with four-year, overlapping terms, Placer County remains favorably positioned and prepared to respond to the modestly improving economy. The County employs approximately 3,000 employees and has an annual FY 14/15 proposed budget of approximately \$792 million. It has a proud tradition of being a progressive local government guided by a forward-looking County Executive Officer and an ongoing commitment from departments to deliver the most cost effective services. The focus continues on long term sustainability of operations through a multi-year budget framework that protects core operations, services and programs; continues to fund capital infrastructure projects prioritized by the Board; and maintains appropriate fiscal contingency and reserve levels. Priority Based Budgeting clearly aligns the distribution of County resources to prioritized programs and services to achieve long-term sustainability while enhancing transparency and increasing communication to the public regarding County priorities and their reflection in the budgeting and decision making processes. Other critical issues spotlighted for 2014-2015 include: Affordable Care Act Implementation, Environmental Stewardship, Infrastructure, Planning for the Future, Economic Development, phased opening of the South Placer Adult Correctional Facility, and Employee Engagement.

COMPENSATION AND BENEFITS

Salary: The monthly salary range for this unclassified management position is \$8,649 - \$10,516/month which is paid biweekly (26 pay periods annually). A longevity increase of five percent is added to the salary after five years are obtained at the top step.

In addition, the County offers an attractive benefits package. The following information represents benefits currently available to permanent Placer County management employees. Please note that benefit levels and payment amounts are subject to change, based on County Executive Office/Board of Supervisors mandates.

Supplemental Compensation: The County provides \$2,100 per calendar year in supplemental compensation to be utilized in the following ways: to pay for health and/or dental deductibles and co-pays, to pay for dependent care expenses, cash (this is considered taxable income), or in contributions to a 401 (k) plan.

Annual Leave: The County provides management employees 72 hours of management leave to be used as time off or cash as well as a competitive vacation and sick leave package and thirteen (13) paid holidays per year. Additional hours of management leave are available based on annual salary multiplied by 4% less \$1,500 divided by the hourly rate of pay.

Health Insurance: Health coverage is available through CalPERS with the County paying a major portion of the cost for the employee as well as dependents. Health care benefits are also available in retirement.

Dental and Vision Insurance: Dental and vision insurance are fully paid by the County for the employee and dependent dental and vision coverage is also available.

Life Insurance: A fully paid double indemnity life insurance policy of \$50,000 is provided for management employees. An accidental death policy of \$10,000 is also fully paid by the County.

Retirement Plans: Employees are covered by Social Security and the California Public Employees' Retirement System (CalPERS). Due to recent California Legislative action, your CalPERS Pension formula is dependent upon your hire date with Placer County. Both 457 and 401 (k) deferred compensation plans are available at the employee's option.

APPLICATION PROCESS

To be considered for this excellent career opportunity, please complete and submit the on-line application for employment, along with your resume.

The filing deadline for this recruitment is 5:00 p.m., Friday, January 16, 2015. Applications must be submitted via the County's website at www.JobsAtPlacerCounty.com. Appointment to this position will be contingent upon successful completion of a pre-employment background investigation, including a fingerprint clearance and a post-offer physical examination.

SELECTION PROCESS

The Director of Administrative Services and Deputy Director of Information Technology will review the application materials submitted by the initial filing date and will contact the most highly qualified applicants to schedule a hiring interview with the department executive staff. If no applicants from the first round are selected to continue in the recruitment process, additional applications will be reviewed.

PERSONNEL DEPARTMENT



Equal Opportunity Employer
145 Fulweiler Avenue, Suite 200
Auburn CA 95603
Main Telephone: (530) 889-4060
www.placer.ca.gov/Departments/Personnel.aspx

Thank you for your interest in employment with Placer County. Placer County is an equal opportunity employer and is committed to an active nondiscrimination program. It is the stated policy of Placer County that harassment and retaliation is prohibited and that all employees and applicants shall receive equal consideration and treatment. All recruitment, hiring, transfer and promotion will be based on the qualifications of the individual for the positions being filled regardless of sex, sexual orientation, race, color, ancestry, religious creed, national origin, physical disability (Including HIV and AIDS), mental disability, medical condition (cancer or genetic characteristics/information), age (40 or over), marital status, pregnancy, childbirth and related medical conditions, or any other classification protected by federal, state or local laws or ordinance. Please contact the Personnel Department at least 5 working days before a scheduled examination if you require accommodation in the examination process. Medical disability verification may be required prior to accommodation.

THE COUNTY OF PLACER HAS A NO SMOKING POLICY FOR ALL COUNTY FACILITIES.