



*Now Accepting Applications for*  
**Information Technology Manager**

Annual Salary Range

**\$ 121,308 – \$ 147,456**

plus full benefits, including CalPERS Pension

**Filing Deadline: July 9, 2019 at 5:00 p.m. or first 100 applications (whichever occurs first)**

**Applications MUST be submitted online at [www.GovernmentJobs.com](http://www.GovernmentJobs.com)**

The City of San Pablo is actively seeking candidates for the position of Information Technology (IT) Manager. If you are an inventive and technically experienced IT professional & generalist with a minimum of five (5) years of progressively responsible experience in IT, we encourage you to consider applying for this outstanding opportunity to take your IT leadership and technical skills and implement them in a well-resourced, professional organization, with an exceptional executive leadership group and solid IT team to make a positive impact on the community of San Pablo!

In addition to the great salary and benefits, including a four-day work week and the ability to work with other innovative executives, the incumbent will serve as a member of the Administrative Services Department and lead the City through implementation of its first IT Master Plan in a new city hall slated to open in January 2020. Incumbents in this management-level classification will coordinate information technology activities with other City departments in a manner that supports citywide and inter-jurisdictional operations, such as CAD/RMS and development of a drone program in one of the most technologically advanced police departments in the Bay Area. The incumbent will exercise independent judgment, and a high degree of interpersonal, customer service, and public relations skills particularly when representing the City with consultants, other agencies, boards, committees, and City Council.

**About the position:** The incumbent of this position plans, manages and evaluates the work of one assigned IT Supervisor, one IT Administrator and two IT Technicians to ensure systems and processes in the organization run smoothly and optimally. A successful IT Manager should have good leadership, analytical, and decision making skills, as well as the ability to deal with a lot of divergent information and, often, to use this information while conveying decisions to other departments and divisions. They should possess the ability to review organizational procedures and analysis to improve efficiency. For additional information about the position, see the [Job Description page](#) of the City's website.

**Experience and Training:** An ideal candidate must have demonstrated expertise in leading, managing, organizing, directing, and coordinating the work of staff in an IT Division. The IT Manager is a leader who will work collaboratively to advance the planning, development and administration of services at the City's IT Division. Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be: five years of increasingly responsible experience in information technology, including two years of administrative and management responsibility and the equivalent of a Bachelor's degree from an accredited college or university with major course work in information technology or a related field.

**Required license and certificate:** Possession of, or ability to obtain, a valid California driver's license.

**Benefits:** The City provides an excellent benefits package including medical, dental, paid vacation and holidays, life & disability insurance as well as CalPERS retirement pension. Please see the [Benefits page](#) of the City's website for details.

**How to apply:** Applications will only be accepted online at <http://www.governmentjobs.com/careers/sanpabloca>. For general questions, call the Human Resources Division at (510) 215-3000. Applications must be submitted to GovernmentJobs.com by the date and time listed on the job announcement. Applications not submitted by the posted date and time will not be considered. The most qualified applicants will be invited to participate in the subsequent phases of the selection process. Meeting the minimum requirements of the position does not guarantee the advancement in any phase of the selection process. Final selection will be made from an eligibility list.

**Recruitment timeline:** Although dates may change we suggest planning your calendar accordingly, as these are currently the only interview dates. First Interview: **Thursday, July 25, 2019**. Final Interview: **Thursday, August 1, 2019**. Estimated Start: mid-to-end of August 2019.

**Background investigation and Pre-employment medical examination:** Successful candidates will undergo a complete background investigation, fingerprinting, and pre-employment medical examination, which includes TB testing. Americans with Disabilities Act (ADA): Please contact the Human Resources Department on, or before, the filing deadline if special accommodations are necessary at any stage of the selection process. Every attempt will be made to consider your request (medical documentation must be provided upon request). Immigration Reform & Control Act: In accordance with the Immigration Reform and Control Act of 1986, all potential employees will be required to provide proof of United State Citizenship or authorization to work in the United States. Drug-Free Workplace Policy: In accordance with the Drug-Free Workplace Act of 1988, it is the objective of the City of San Pablo to achieve a drug-free workplace.

THE CITY OF SAN PABLO IS AN EQUAL OPPORTUNITY EMPLOYER. MINORITIES/WOMEN/INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY. QUALIFIED APPLICANTS RECEIVE EQUAL CONSIDERATION, WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, ANCESTRY, AGE, MARITAL STATUS, AND DISABILITY EXCEPT WHERE DICTATED BY THE REQUIREMENTS OF THE JOB.

**The information contained herein does not constitute either an expressed or implied contract of employment and these provisions are subject to change.**