



**San Joaquin Regional Transit
District**

P.O. Box 201010
Stockton, CA 95201
(209) 948 5566

EMPLOYMENT OPPORTUNITY

INFORMATION TECHNOLOGY MANAGER/DIRECTOR (DOQ)

(\$61,000 – \$124,800 Annually)

Open Recruitment

Final Filing Date: *Open Until Filled*

JOB SUMMARY:

The RTD Information Technology Director/Manager is the leader of the IT organization, reporting directly to the Chief Financial Officer. The IT Department at RTD is a full function group responsible for all technology infrastructure, including networks, servers, end user computing, storage and telecommunications, and all business applications including transit operations and administrative functions.

EXAMPLES OF DUTIES:

An Information Technology Director/Manager plans, manages, oversees and integrates the work of RTD staff and outside consultants and contractors engaged in designing, developing and maintaining RTD's technology infrastructure to meet RTD's business enterprise, service delivery, operational, process control and productivity improvement requirements. The incumbent is responsible for ensuring the effective planning and completion of multiple technology projects while ensuring stable, reliable, and efficient network, operating system and database performance for internal and external customers.

EMPLOYMENT STANDARDS:

Manager: A typical way of obtaining the knowledge, skills and abilities outlined above is: graduation from a college or university with a major in computer science, management information systems or a closely related field; and seven years of progressively responsible experience in the design and installation of information systems and hardware, at least three of which were at a project management or supervisory level; or an equivalent combination of training and experience. **Director:** Graduation from an accredited four-year college or university with major coursework in computer science, management information systems, or closely related field and ten years experience in Information Technology, at least five were at the project management or department manager level. A graduate degree preferred in any of the same fields, but not required.

KNOWLEDGE:

1. Principles, practices and techniques of information systems management, including applications design, hardware and software options for business, engineering and operations applications and the cost-benefit of systems alternatives
2. Operating principles, parameters, methods, practices and limitations of mid-range computers, PCs, related peripheral equipment and networks
3. Principles and practices of database design and administration
4. Methods and techniques of project management as applied to computer systems development and installation
5. Systems analysis methods and techniques
6. Principles and practices of public administration, including budgeting and purchasing
7. RTD's functions and associated information management needs
8. Principles and practices of effective management and supervision
9. Database administration in MySQL, MS SQL and/or oracle environments
10. Server provisioning and support for Windows and Linux environments

ABILITY TO:

1. Plan, organize, integrate and manage systems development, administration and computer operations activities
2. Network design, set up, configuration and maintenance
3. Identify information management issues and opportunities, analyze problems and alternatives and develop sound conclusions and recommendations
4. Assess user needs, set priorities and allocate resources to most effectively meet needs in a timely manner

5. Develop and implement appropriate procedures and controls
6. Prepare clear, concise and accurate reports and other materials
7. Communicate effectively orally and in writing
8. Exercise sound independent judgment within general guidelines
9. Establish and maintain effective working relationships with all levels of management, employees, vendors and others encountered in the course of work
10. Coordinate with telecommunications supplier and service management vendors
11. Manage in a complex fast-paced environment

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:

While performing the duties of this class, the employee is regularly required to sit; talk or hear, in person and by telephone; uses hands repetitively to finger, handle, feel or operate standard office and computer equipment; and reach with hands or arms. The employee regularly is required to walk and stand; and periodically to stoop, kneel, bend, crouch or crawl. The employee regularly lifts or moves up to 25 pounds and occasionally up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.

Mental Demands:

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret complex data, information and documents; analyze and solve problems; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple, concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with RTD'S managers, employees, vendors and other encountered in the course of work.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee works under typical office conditions and the noise level is usually quiet. The employee occasionally works in outdoor weather conditions where noise levels are moderately noisy; around moving equipment and vehicles; and is exposed to toxic fumes and caustic chemicals.

RTD offers a competitive employee benefit program that includes:

INSURANCE: RTD provides comprehensive health and dental insurance package for all full- time employees and their dependents. RTD also provides \$20,000 life insurance for all full-time employees.

HOLIDAYS/

SICK LEAVE: 12 days each per year for all full-time employees.

VACATION: Two (2) weeks to six (6) weeks depending on length of service for full-time employees.

RETIREMENT: A self-funded retirement program based on funds contributed by the Employee and RTD.

EMPLOYMENT PROCESS:

All applications must be completed fully and submitted on an official RTD application form. Incomplete applications will be rejected and cannot be revised after submittal on or before the final filing date. The standards as stated on the front

of the job announcement represent only the minimum required to fill an application. Resumes will be accepted, but may not be substituted for the required application form.

All statements made on the application are subject to verification and investigation. False statements will be cause for disqualification, removal from the eligible list or termination of employment. Meeting the listed standards does not guarantee that a candidate will be invited for an interview, as the Human Resources Department reserves the right to limit the number of candidates to the most qualified for the vacancy.

Proof of American citizenship or authorization to work in the United States must be submitted prior to hiring. RTD will request this documentation at the appropriate time during the hiring process.

RTD is an Equal Opportunity/Affirmative Action employer. Female, minority, and disabled individuals are encouraged to apply. Applicants will be considered without regard to race, color, creed, national origin, religion, sex, sexual preference, marital status, age, medical condition or disability.

SUBSTANCE ABUSE TESTING:

RTD will pay for each prospective employee to take a required substance abuse test. Candidates are cautioned that offers of employment are conditional and subject to the satisfactory completion of the substance abuse tests.

TO SUBMIT AN APPLICATION:

- **Online:** Visit us online at www.sanjoaquinRTD.com, or click [here](#) if reading this online.
- **Mail:** San Joaquin RTD, P.O. Box 201010, Stockton, CA 95201
- **In Person:** 421 East Weber Avenue, Stockton, CA 95202

The provisions of this bulletin are subject to change without notice and do not constitute an expressed or implied contract.