



## **City of Newburyport Information Technology Department IT Director**

### ***Position Purpose:***

This position is responsible for the oversight, planning, development, implementations and maintenance of the City's business and information systems. Responsibilities include the development and maintenance of IT infrastructure; researching and recommending new technologies; developing operating and capital budgets and handling daily operations of IT systems.

Please review the full job description on City of Newburyport website for more information on detailed requirements and essential functions: <http://www.cityofnewburyport.com/>

### **Required Qualifications:**

#### **Education:**

Bachelor's Degree and five to seven (5-7) years of experience in management, information technology, infrastructure/systems engineering or related field or any equivalent combination of education and experience. Microsoft Certifications (MCP, MCSE) preferred.

#### **Knowledge:**

- Operational characteristics, services and activities of comprehensive municipal technology applications.
- Organizational and management practices as applied to the analysis and evaluation of information technology programs, policies and operational needs.
- Methods and tools for management of vendors, needs assessments for hardware and software for users, troubleshooting, integration of applications, research, project management, basic financial analysis, supervision, training and performance evaluation.
- Electronic data management systems.
- Cybersecurity best practices.
- Pertinent Federal, State, and local laws, codes and regulations.

### ***Hours and Salary***

The regular work schedule consists of Monday through Wednesday, 8 am – 4 pm; Thursday 8 am – 7 pm and Friday 8 am – noon. Salary: \$125,000

***Securing this position is dependent on the results of a CORI check.***

***Qualified Applicants should send cover letter and resume by mail to Human Resources Director, City Hall, 60 Pleasant Street, and P. O. Box 550, Newburyport, MA. 01950 or email to: [employment@cityofnewburyport.com](mailto:employment@cityofnewburyport.com)***