OFFICE OF THE STATE AUDITOR

DIRECTOR OF INFORMATION TECHNOLOGY

Posting Number 2015-05

SALARY RANGE (CSA301 – Grade 16): $67,421.07- $101,131.61 (Commensurate with experience)

GENERAL STATEMENT OF DUTIES

The Director of Information Technology (IT) works with deputies, directors, and other members of management to provide senior leadership in the overall planning, organizing, and execution of all IT functions including directing all IT operations to meet customer/staff needs as well as supporting and maintaining existing applications and development of new technical solutions and initiatives. The Director of IT is expected to lead the development of the vision for the OSA's continued growth in the use of data analytics across all units.

The Director of IT provides senior leadership within the Administration and Finance Department, supporting the strategic direction of the OSA. The Director of IT manages professional and administrative staff and contributes to the leadership and development of all IT staff members.

SUPERVISION RECEIVED

Reports to the First Deputy Auditor.

SUPERVISION EXERCISED

Provides direct supervision for the Information Technology department including the Assistant Director of Network Operations, Assistant Director of Development, Application Support and Special Projects, and the Assistant Director of Data Analytics. Additionally, the Director of IT oversees contractual staff on a project-related basis.

DUTIES AND RESPONSIBILITIES

- Set goals and objectives for the IT department that are consistent with OSA's overall strategy and strategically aligned to promote the success of the larger OSA goals, mission, and vision.

- Plan, develop, and approve schedules, priorities, and standards for achieving IT initiatives.

- Plan, direct, prioritize, and supervise the work load of subordinate personnel.

- Analyze complex business needs presented by the user community and/or clients and recommend technical solutions.

- Ensure the consistency and maintainability of existing applications by creating, maintaining, and enforcing standards/procedures for implementing technical solutions.

- Develop security, data retention, computer use policies, internal controls, and infrastructure planning.

- Provide technical advice to the Auditor and Deputies regarding technology issues and strategies.

- Responsible for the oversight of the computing environment and ensure available resources are maximized.

- Plan and prepare for technology upgrades.

- Collaborate with the Commonwealth's Information Technology Division (ITD) and other state agencies on technical projects and initiatives.

- Collaborate with the OSA's Chief Legal Counsel to ensure that technology procurements are conducted according to the regulations and/or guidelines of the Commonwealth's Operational Services Division (OSD) and ITD.

- Serve on internal and external committees and task forces as required.

- Serve as a resource and mentor for the Assistant Directors.

- Oversee on all hardware and software evaluations and maintain vendor contracts.

- Review business requirements prior to adoption of technical solution(s) as presented by staff.

- Produce detailed time line for each application release and implements effective project control by monitoring the progress of the software release and reporting the status.

- Directs and prioritizes the work load of subordinate personnel, ensuring that IT operates on documented schedules that meet or exceed customer expectations.

- Evaluate IT program activities in order to determine progress and effectiveness and to make recommendations to 1st Deputy Auditor concerning changes as needed.

- Determining subordinates' training needs and recommending and arranging for such training;

- Ability to manage multiple concurrent projects and motivate professional staff.

- Ability to communicate technical concepts to technical and non-technical audiences.

MINIMUM QUALIFICATIONS

The successful candidate will possess and/or demonstrate:

- A Bachelor's Degree with a concentration in business management, information science, or similar a plus.

- A minimum of ten years of management experience in a management and technological role.

- Experience in managing multiple initiatives and projects.

- Proven ability to lead a progressive IT group.

- High level of both oral and written communications skills and proven ability to communicate technical concepts to technical and non-technical audiences.

- Demonstrated aptitude for learning new technologies.

PREFERRED QUALIFICATIONS

Demonstrated experience and expertise in the following areas will also be important considerations:

- A master's degree with a concentration in business administration or information technology is a plus.
- Experience with the Commonwealth's enterprise standards and processes.
- Experience and understanding of aligning technology resources with the organization's business goals.
- Project Management Professional (PMP) or similar certification a plus.
- Certification related to networks and network security.
- Experience in providing IT support and addressing IT needs of remote users.
- Experience in providing IT support for audit staff.
- Other network certifications from network system and software providers such as Cisco and Microsoft.
- Demonstrated ability to build effective relationships across diverse internal and external groups.
- High potential for strong and immediate contributions.

We require that all incumbents have the ability to operate a motor vehicle, possess a valid Massachusetts driver's license and that they maintain a safe driving record.

No Phone Calls Please:

To apply, please submit an electronic copy of a cover letter and resume, no later than March 19, 2015 to OSA.applications@sao.state.ma.us when you apply, we invite you to submit a copy of the OSA's Voluntary Self Identification Form,

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