



# CITY OF PINE BLUFF

DEPARTMENT OF HUMAN RESOURCES

## JOB ANNOUNCEMENT

### JOB TITLE: Information Technology Director

<b>Department:</b> IT	<b>Status:</b> Full Time/ Permanent
<b>Annual Starting Salary:</b> \$52,963	<b>Available Positions:</b> 1
<b>Application Process:</b> Applicants should apply at City Hall, Room 104, Department of Human Resources by 5:00 p.m. on the closing date. Applicants may also download a copy of the application at <a href="http://www.cityofpinebluff.com">www.cityofpinebluff.com</a>	
<b>CLOSING DATE:</b> Until Filled	
<b>Department of Human Resources</b> 200 E. 8 <sup>th</sup> Avenue, Room 104 Pine Bluff, AR 71601	<b>Office</b> (870) 730-2038/ <b>FAX</b> (870) 730-2157 Office Hours: <b>Monday-Friday: 8:00 a.m. – 5:00 p.m.</b>

**ESSENTIAL JOB FUNCTIONS:** The Information Technology (I.T.) Director is responsible for planning, developing, implementing, administering and evaluation cost-effective, state-of-the-art information technology services. The I.T. Director also administers network operations, GIS communications, website management, records/imaging system and several department specific software applications and guides in the development of the information systems. The I.T. Director coordinates interdepartmental activities to increase employee productivity using technology and oversees and administers the City's information technology systems. The I.T. Director assists in providing training for each user department and provides consultation regarding use of software and evaluates software and hardware options consistent with the direction of the City's Information System. The I.T. Director manages firewall router, DNS and DHCP configuration for the Network and maintains back up, restores and secures database servers as a DBA and performs all related duties as required or assigned.

**ACCEPTABLE EXPERIENCE AND TRAINING:** Bachelor's degree (B.A. or B.S.) from a four year college or university and five years of related experience and/or training; or equivalent combination of education and experience and a minimum of two years of management experience.

The CITY OF PINE BLUFF is an EQUAL OPPORTUNITY EMPLOYER and does not discriminate in its employment practices on the basis of race, sex, age, religion, national origin or physical or mental disability.