

Office of the Secretary of the State

AGENCY INFORMATION TECHNOLOGY MANAGER

REPOSTED

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE

**Open To:** PUBLIC  
**Location:** 30 Trinity Street, Hartford, Connecticut  
**Job Posting No:** #2321-PCN-262  
**Hours:** 40 hrs/week  
**Salary:** MP-67 – Starting Salary \$93,896.00 (new hire)  
**Closing Date:** September 11, 2015

**Eligibility Requirement:** State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Note:** The filling of this position will be in accordance with Re-Employment, SEBAC, transfer, promotion and merit employment rules, if applicable.

**Examples of Duties:**

Directs staff and operations of an agency information technology system; coordinates, plans and managers division activities; formulates program goals and objectives ; develops or assists in development of related policy, interprets and administers pertinent laws; evaluates staff; prepares or assists in preparation of division budget; maintains contacts with individuals both within and outside of the division who might impact on program activities; establishes priorities for systems development and information technology project in accordance with agency requirements; develops plans for future utilization information technology services in overall agency y program; ensures development of high quality; low cost technology solutions aligned with needs of agency; aligns information technology planning with business strategy; leads and influences development of standards and decisions regarding changes to systems/applications; stays abreast of local, regional and national industry trends; coordinates use of key people; resources, technologies, processes and capabilities to reach strategic goals; plans and supports information technology staff development; leverages technological solutions to meet business needs; performs related duties as required.

**Knowledge, Skill and Ability:** (Minimum qualifications)

Considerable knowledge of and ability to apply management principles and techniques; considerable knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of information technology methods, techniques and equipment; considerable ability to analyze information technology system problems and implement effective solutions.

**General Experience:**

Ten (10) years of experience in computer or network operations, systems development, information technology analysis and planning.

**Substitution Allowed:**

1. College training in management information systems, computer science or information technology related area may be substituted for the General Experience on the basis of fifteen (15) semester hours equaling one (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree
2. A Master's degree in management information systems , computer science or electrical engineering or a closely related field may be substituted for one (1) additional year of the General experience

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment **VIA U.S.POSTAL SERVICE ONLY** to:

Office of the Secretary of the State  
Human Resources Department – 3<sup>rd</sup> floor  
30 Trinity Street  
Hartford, Connecticut 06106

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.

