



STATE OF CONNECTICUT
DEPARTMENT OF EDUCATION



REANNOUNCED WITH A NEW CLOSING DATE
JOB OPPORTUNITY
INFORMATION TECHNOLOGY SUPERVISOR
BUREAU OF INFORMATION TECHNOLOGY

PLEASE FOLLOW THE SPECIFIC APPLICATION INSTRUCTIONS ON THE LAST PAGE

Open To: See Eligibility Requirements

Location: 165 Capitol Avenue, Hartford, CT 06106

Hours: 8:00 a.m. – 5:00 p.m.

Salary: \$97,306 - \$124,508*

Closing Date: November 6, 2015

* New hires to state service start at the minimum of the above salary range.

ELIGIBILITY REQUIREMENTS:

In order to be considered for this vacancy, your name must appear on the current Information Technology Supervisor exam list promulgated by the Department of Administrative Services. If you have not taken and received a passing score for the Information Technology Supervisor exam prior to applying for this vacancy, your application will not be considered. Applicants will not have the ability to take the exam for this position prior to the closing date. State employees currently holding the above title or those who have previously attained permanent status are eligible for consideration.

EXAMPLE OF DUTIES:

Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; develops or makes recommendations on the development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; maintains software licensures and other related requirements; establishes and coordinates disaster recovery plan; establishes system security procedures and practices; performs facility and capacity planning and configuration management; supervises system performance analysis, tuning or storage management; develops host and network security policies; evaluates and recommends new strategies, technologies and technological directions to management; makes recommendations and maintains contracts for hardware and/or software purchases; makes recommendations for migration and system upgrade directions; oversees analysis of upgrades for complex applications to determine functionality and necessary software customization; provides technical specifications as input into Requests for Proposal (RFP) process; participates on evaluation teams that review RFP responses; oversees testing to ensure applications meet specification requirements; develops and implements database system strategies; provides resource planning; develops utilization metrics; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable knowledge of relevant agency policies and procedures; considerable knowledge of principles and techniques of systems analysis, design, development, and computer programming; considerable knowledge of principles of information systems; considerable knowledge of principles and theories of business and planning functions; considerable knowledge of programming languages; considerable knowledge of project management principles and techniques; considerable knowledge of principles, problems and techniques of data processing and data communication operations; considerable knowledge of data processing and data communications equipment and diagnostic tools; considerable knowledge of methods and procedures used to conduct detailed analysis and design of computer systems; considerable knowledge of principles of complex computer operating systems; considerable knowledge of principles and techniques of business information systems re-engineering; considerable knowledge of principles and techniques of programming; considerable knowledge of network protocols and architecture; considerable knowledge of practices and issues of system security and disaster recovery; considerable knowledge of application's system development principles and techniques; considerable knowledge of principles and practices of data base management; considerable interpersonal skills; considerable problem solving skills; considerable oral and written communications skills; considerable technical problem solving skills; considerable analytical skills; considerable ability to prepare correspondence, manuals, reports and documentation; considerable ability to analyze and resolve operational and communications problems; considerable ability to analyze and debug complex software programs; considerable ability to identify, analyze and resolve complex business and technical problems; supervisory ability.

GENERAL EXPERIENCE:

Nine (9) years of experience in information technology (IT) operations, programming, systems/software development or IT related support area.

SPECIAL EXPERIENCE:

One (1) year of the General Experience must have been performing advanced technical level duties or as a working supervisor in one of the following areas:

1. Designing, configuring and implementing complex networks.
2. Configuring, installing and upgrading host based applications packages and host and/or operating system software.
3. System software/application development.

NOTE: For state employees this is interpreted at the level of Information Technology Analyst 3.

Substitutions 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 six (6) months 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 may be substituted for one (1) additional year of the General Experience.

PREFERRED EXPERIENCE:

- Demonstrated experience managing large and/or multiple groups.
- Demonstrated experience with strategic planning.
- Green belt, black belt, or lean six sigma certified.
- Demonstrated experience with business and/or technical writing.

NOTE:

The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

APPLICATION INSTRUCTIONS:

In addition to meeting the above requirements, candidates must submit the following information by close of business on the closing date in order to be considered for this position.

1. Cover letter
2. A fully completed and signed Application for Employment (CT-HR-12), available online at <http://www.sde.ct.gov>.
3. The names and contact information for three (3) pertinent professional references.
4. If you are a State employee, please submit a copy of your two most recent service ratings in addition to the above documents.

PLEASE FORWARD APPLICATION MATERIALS TO:

**State Department of Education
165 Capitol Avenue-Room 341
Hartford, CT 06106
ATTN: James Mindek
TEL: (860) 713-6610**

Please note: Applications will be accepted via U.S. mail or hand delivery only.

“The State of Connecticut Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons and does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, national origin, sex, disability, age, religion or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. Inquiries regarding the Department of Education's nondiscrimination policies should be directed to Levy Gillespie, Equal Employment Opportunity Director in the Affirmative Action Office, State of Connecticut Department of Education, 25 Industrial Park Road, Middletown, CT 06457, (860) 807-2071.”

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER