

**DEPARTMENT OF ADMINISTRATIVE SERVICES
JOB OPPORTUNITY
INFORMATION TECHNOLOGY SUPERVISOR - 3817
NETWORK SERVICES DIVISION**

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

Open To: Agency Employees

Location: 101 East River Drive, East Hartford, CT

Job Posting No. 3817

Hours: 35 Hour Work Week

Salary: \$77,916 (EU 32)

Closing Date: January 12, 2012

Eligibility Requirement: Candidates must have applied for and passed the Information Technology Supervisor exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer.

The Department of Administrative Services is seeking a results-oriented team player with good leadership, communication and interpersonal skills for an IT Supervisor position assigned to the Bureau of Enterprise Systems and Technology/Network Services Division in East Hartford.

The duties for this position is to supervise 6 full-time employees, and is responsible for critical mainframe applications (TCP/IP, Netview, VTAM, CICS/mainframe printers, NETMASTER) and COLLECT, an application servicing 200 Department of Public Safety agencies and municipalities which requires 7 X 24 X 365 coverage. The off- hours coverage/support for COLLECT will be provided solely by this position. Support of COLLECT includes coordinating any changes with the town, federal and state IT contacts and ensuring that CJIS security guidelines are enforced and followed. Responsibilities will also include maintaining the Metropolitan Area Network, which serves 27 customer agencies in the greater Hartford area. This will include maintenance, break/fix and capacity planning. Disaster Recovery participation is required on a bi-annual basis which could include travelling out of state to Sterling Forest, NY for up to 4 days. Provides support in gathering and maintaining Network Services Metrics.

This position is also responsible for overseeing the weekly Network installation/implementation meetings where requests for circuit and/or routers installs/changes are received, reviewed and processed. This includes coordinating with the agencies and vendors (AT&T, Verizon, Valley Communications, ePlus, etc), procuring hardware, establishing pricing, seeing that due dates are met, etc. This position is also responsible for maintaining the software license inventory for the Network Services group and providing that inventory to the business office on a regular basis as required by the Auditors; overseeing DNS, DHCP and other network related services provided by the unit.

Knowledge, Skills and Abilities:

This position is also responsible for overseeing the weekly Network installation/implementation meetings where requests for circuit and/or routers installs/changes are received, reviewed and processed. This includes coordinating with the agencies and vendors (AT&T, Verizon, Valley Communications, ePlus, etc), procuring hardware, establishing pricing, seeing that due dates are met, etc. This position is also responsible for maintaining the software license inventory for the Network Services group and provided that inventory to the business office on a regular basis as required by the Auditors. 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.

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 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.

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

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and an Application for Employment to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES
ATTENTION: LORRAINE VITTNER
101 EAST RIVER DRIVE
EAST HARTFORD, CT 06108
Fax# (860) 622-2617
lorraine.vittner@ct.gov**

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.