

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
JOB OPPORTUNITY  
INFORMATION TECHNOLOGY MANAGER 1  
IT SECURITY SERVICES DIVISION**

**[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE  
BOTTOM OF THIS PAGE!](#)**

**Open To:** DAS Employees only

**Location:** 101 East River Drive, East Hartford, CT

**Job Posting No.** 102809

**Hours:** 40 Hour Work Week

**Salary:** \$81,829- \$109,159 (MP65/66)

**Closing Date:** September 10, 2012

The Department of Administrative Services (DAS) is seeking a results-oriented team player with good leadership, communication and interpersonal skills for an IT Manager 1 position assigned to the Bureau of Enterprise Systems and Technology (BEST)/Security Services Division in East Hartford.

DAS/BEST is seeking an IT Manager 1 with strong security and management skills is needed for the day-to-day IT related activities of this division including supervising IT security subject matter experts (SMEs), technical and clerical staff. The individual must have the ability to manage conflicting priorities and diverse technology security projects and functions.

**Duties**

A results-oriented team player with enterprise security experience with planning, management, leadership and communication skills for an IT Manager 1.

The Security Division is responsible for the following challenging and complex Executive Branch mission critical systems:

- Firewall
- Identity Management
- Active Directory
- eDirectory

- Single Sign On
- Anti-Virus
- Internet Filtering
- ACF2 (Access Control Facility) -Security
- Risk Management
- Intrusion Prevention System
- Mobile Internet Communications Asset
- Investigations
- VPN (Virtual Personal Network) Remote Access
- Security Awareness Program
- Federal Information Processing Standard (FIPS) Compliance, including
  - HIPAA,
  - Encryption policies,
  - Social Security Administration (SSA) and
  - Payment Card Industry (PCI).

This position's responsibilities include but are not limited to the day-to-day operations and activities of the IT Security Services of the Executive Branch: assisting in the development of an integrated information technology security plan; managing financial resources while ensuring the development of best-in-breed, low-cost technology solutions; developing, implementing and evaluating goals and objectives consistent with the division's mission and policies; developing, establishing and implementing IT Security policy; assisting the development of security standards and decisions regarding changes to systems/applications/infrastructure; managing the implementation and testing of software patches and version upgrades; overseeing the development and revision of internal security operating procedures; developing security budgets and managing costs and resources; analyzing and recommending enabling secure technologies that make it easier for customers to do business; and providing high quality, low cost services to customers.

**Other related duties include:**

This IT Manager 1 will participate with DAS BEST in developing statewide IT security standards and will be responsible for the DAS BEST Security business/technology planning and coordination of activities as associated with DAS BEST Enterprise initiatives. The IT Manager 1 must be capable of recommending technology solutions that deliver value and that are cost effective to the state.

**Preferred Skills**

Candidate should possess the ability to: work with users to identify business requirements for security, develop solutions to business requirements and direct implementation and testing; manage IT security professionals by encouraging, rewarding results, growth and skills/competency development; manage performance

and training security plans; support a leadership role in the DAS Continuity of Operations (COOP), Incident Management Team (IMT), and Disaster Recovery.

### **KNOWLEDGE, SKILL AND ABILITY:**

- Plan and Deploy for Business Results, which includes the ability to develop and implement business plans, IT plans, budget plans, and human resource plans in order to maximize budget allocations, technology, personnel and other resources to achieve agency and program goals.
- Lead Change, which includes innovation, the ability to be a creative problem solver and a strategic thinker, and the ability to recognize and develop opportunities to grow and develop information technology services in response to customers and a changing work environment
- Focus on Results and Quality, including exercising and promoting accountability, and the ability to analyze surveys, financial and other data, and use strategic planning and performance measurement techniques to continuously improve performance and maintain competitiveness
- Understand Customers and Markets, which includes the ability to establish customer satisfaction and loyalty, forecast and conduct market analyses, keep ahead of industry trends and incorporate “best practices” into information technology operations.
- Lead People, including the ability to resolve conflict, communicate effectively, coach and train employees, recognize performance, and foster diversity and teamwork.
- Build Coalitions, including the ability to explain and advocate facts and ideas in a convincing manner, to negotiate with individuals and groups internally and externally, to gain cooperation from others, and to identify the internal and external politics that impact the work of the organization.

### **EXPERIENCE AND TRAINING:**

#### **General Experience:**

1. LEVEL 1, 2, 3, and 4: Ten (10) years of experience in computer or network operations, production control, systems development, information technology analysis and planning.

#### **Special Experience:**

1. LEVEL 1: Three (3) years of the General Experience must have been in a lead capacity.

Note: For State Employees this is interpreted to be at the level of an Information Technology Analyst 3.

#### **Substitutions Allowed:**

1. College training in computer science, information systems or a closely related field may be substituted for the General Experience on the basis of fifteen (15) semester

hours equaling one half (1/2) year of experience to a maximum of four (4) years for a Bachelor's Degree.

2. A Master's Degree in computer science, information systems or a closely related field may be substituted for one (1) additional year of the General Experience

**COMPENSATION GUIDELINES:**

1. \*The salary range for the Information Technology Manager 1 will be MP 65/66. Incumbents in this class may progress to the maximum of the MP 66 Range. Longevity for eligible incumbents in this class will be set at the MP 66 level.

**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](mailto: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.