



**DEPARTMENT OF ADMINISTRATIVE SERVICES**  
**BUREAU OF ENTERPRISE SYSTEMS AND TECHNOLOGY**  
**Information Technology Supervisor**  
**Promotional Opportunity**  
**NETWORK DIVISION**

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

**Open To:** Agency only  
**Location:** 55 Farmington Avenue, Hartford, CT 06106  
**Hours:** Monday through Friday, 35 hours per week – 1<sup>st</sup> shift  
**Salary:** \$85,142 - \$108,944 (EU 32)  
**Closing Date:** April 30, 2017

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 Division in Hartford.

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

**Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

**Duties and Responsibilities:**

This position will Supervise the Network PSDN Team and be responsible for the following: Schedule, assign, oversee and review the work of PSDN staff for accuracy and completeness; provide staff training and guidance on new deployments to ensure everyone is familiar with the work and network engineering that is required; determine priorities and the units daily workload; develop or make recommendations on the development of policies and standards; provide technical specifications as input into Requests for Proposal (RFP) process; participate on evaluation teams that review RFP responses; approve timesheets and leave requests; conduct annual reviews; evaluate and recommend new strategies, technologies and technological directions to management with respect to the PSDN Network; oversee analysis of upgrades for the Network to determine whether or not we should upgrade software code on some of our equipment or to stay on the current version of software; evaluate and recommend new strategies, technologies and technological directions to management; direct the evaluation team that reviews technical vendor's equipment that could be used within the State's Network for feasibility and acceptance; establish and maintain Networking's unit procedures; act as liaison with other operating units, agencies and outside officials regarding unit policies and procedures.

**Knowledge, Skill and Abilities:**

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.

**Preferred Skills:**

- Leadership and People Management Skills
- Communication and Organization Skills
- Conflict Resolution and Networking Skills
- Experience supporting critical Public Safety programs like: CJIS, CISS, AFIS, NCIC, Nlets, Crime NTELL, NexGen e911, CROG, P25 Radio, and COLLECT
- Ability to multitask, while under pressure

**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.

**Application Instructions:** Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, a State Application (HR-12), [Department of Administrative Services website](#), and the last two service ratings to:

**DEPARTMENT OF ADMINISTRATIVE SERVICES  
ATTENTION: LORRAINE VITTNER  
55 Farmington Avenue  
Hartford, CT 06105  
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.