



# STATE OF CONNECTICUT



## DEPARTMENT OF EDUCATION

### JOB OPPORTUNITY

#### DIVISION OF FINANCE AND INTERNAL OPERATIONS INFORMATION TECHNOLOGY MANAGER 3

**PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS ON THE LAST PAGE**

**Open To:** The Public

**Location:** 165 Capitol Avenue, Hartford, CT

**Hours:** 8:00 a.m. – 5:00 p.m.

**File / Position #** #827 - 00003837

**Salary Range:** \$102,546 - \$139,826

**Closing Date:** February 14, 2014

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

The Connecticut State Department of Education is currently recruiting for the position of an Information Technology Manager 3 in the Division of Finance and Internal Operations.

Under the leadership of Governor Dannel P. Malloy, Commissioner Stefan Pryor, and the Connecticut State Board of Education, the CSDE is engaged in an ambitious set of strategies to ensure that Connecticut students set a national standard for academic achievement and reduction in achievement gaps. The Information Technology Manager plays a crucial role in supporting CSDE staff, school districts, and educators by building and maintaining information technology infrastructure systems and applications. The Information Technology Manager will also help direct CSDE efforts to support the innovative use of educational technology to improve student achievement. Applicants for this position should be passionate about helping all students achieve at high levels and closing achievement gaps.

**Example of Duties:**

Plans, organizes and manages all operations and activities of an information technology services unit, division, function or location; responsible for meeting all data processing or information technology needs of the respective unit, division, function or location; establishes priorities for systems development and data processing projects in accordance with agency requirements; develops plans for future utilization information technology services in the overall agency program; within the financial resources of the agency ensuring the development of high quality, low-cost technology solutions aligned with the needs of the State and its agencies; aligns information technology planning with the business strategy; leads and influences the development of standards and decisions regarding changes to systems/applications; manages information systems activities within areas such as IT infrastructure and architecture, applications development, networks, computer operations and support; works with leadership team to maximize cross-team contributions; leads information technology operations to ensure exceptional quality

and timely response to all customer service issues; interfaces regularly with clients/customers; stays abreast of local, regional and national industry trends; understands the major economic, political, technological and competitive trends affecting technology; to capture competitive advantages, searches out challenging opportunities to change, grow, innovate and improve; compares information technology with those of significant competitors and makes appropriate adjustments; coordinates the use of key people, resources, technologies, process, and capabilities to reach strategic goals; sets an example by acting in ways that are consistent with shared department values; fosters collaboration by promoting cooperative goals, building trust and enlisting others in a common vision; strengthens staff by providing choice, developing competence and offering visible support; focuses on continuous learning for self and staff; actively acknowledges individual and team accomplishments; leverages technological solutions to meet business needs; performs related duties as required.

**Minimum Qualification:**

**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. Business Knowledge, including knowledge of the technical, professional, procedural and legal requirements of the specific information technology area.

**General Experience:**

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

**Special Experience:**

One (1) year of the General Experience must have been in a managerial capacity.

Note: For State Employees, this is interpreted to be at the level of an Information Technology Manager 2.

**Substitutions Allowed:**

1. College training in computer science, management 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, management information systems or a closely related field may be substituted for one (1) additional year of the General Experience.
3. For the Information Technology Manager 1 level only, for State Employees, four (4) years of experience as a Computer Operations Supervisor may be substituted for the Special Experience.

**Preferred Experience:**

Knowledge of strategies related to blended learning, digital learning and harnessing technology to improve student learning.

Experience in learning management systems, student information systems, systems integration, technology purchasing, and technology strategy.

Experience in technology preparedness issues related to student assessments and instructional technology.

**Application Procedure:**

Interested candidates should reference announcement #827, submit a letter of application and resume with details of experience and training, three (3) current professional references and an Application for Examination or Employment (CT-HR-12) which may be obtained from the Department of Education website at <http://www.sde.ct.gov> to: **Kathleen Demsey, Interim Chief Financial Officer, Department of Education, 165 Capitol Avenue, Room 321, Hartford, CT 06106. Telephone: (860) 713-6464.** All required documents must be submitted by close of business on the closing date to be considered for interview.

**Closing date for applications:**                      **February 14, 2014**

**Anticipated date for employment:**            **Immediate upon selection**

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut State Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of **race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or any other basis prohibited by Connecticut state and/or federal nondiscrimination laws. The Connecticut State Department of Education does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction and provides equal access to school facilities and school premises to Boy Scouts and other designated youth groups.** Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Levy Gillespie, Equal Employment Opportunity Director/American with Disabilities Act Coordinator, Connecticut State Department of Education, 25 Industrial Park Road, Middletown, CT 06457, 860-807-2101, Levy.Gillespie@ct.gov.

**AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

#827  
1/29/14