

The Town of North Reading is seeking qualified candidates for the position of IT Director. This position is responsible for planning, directing, managing, operations, support, and overseeing the Town's information technology initiatives in support of all town operations. Employee is required to perform all similar or related duties.

Assist in the development and rollout of any new/upgraded IT software/programs/Systems.

Seven (7) years of experience performing systems administration duties in a mid-size organization. Bachelor degree in Information Technology, or equivalent combination of education, experience, and training.

Salary dependent on qualifications/experience. The FY 2017 budgeted annual salary is \$85,000. The Town of North Reading is an equal opportunity employer. Qualified candidates who fit the description above are requested to submit a cover letter and resume to the Finance Director, Town Hall, 235 North Street, North Reading, MA 01864 or e-mail as a word document to epavao@northreadingma.gov by 4:00 PM on Friday, December 30, 2016 for full consideration.

Position Purpose:

Position is responsible for planning, directing, managing, operations, support, and overseeing the Town's information technology initiatives in support of all town operations. Employee is required to perform all similar or related duties.

Assist in the development and rollout of any new/upgraded IT software/programs/Systems.

Essential Functions:

- Knowledge and experience working with various technologies including, but not limited to:
 - Microsoft Active Directory
 - Microsoft Group Policy
 - Microsoft Office 2010 and above
 - Microsoft Windows 7, 10 and Mobile Operating Systems
 - Extensive knowledge of endpoint security
 - Microsoft SharePoint
 - Strong understanding of Server Virtualization (VMware)
 - Enterprise SAN and NAS technologies
 - Enterprise package deployment
 - Enterprise asset management
 - Power shell and basic VB scripting
 - Munis Financial Software Support
 - VOIP and PBX phone systems
 - Microsoft Server 2003 through Server 2012 R2
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- Ability to select and apply industry standard best practices.
- Ability to conceptualize the role of technology across the Town, and its relationship in the implementation of other Town programs and initiatives.
- Ability to demonstrate strong business analysis skills.
- Ability to work as part of a diverse and highly technical team and build collaborative relationships within teams.
- Ability to communicate effectively with vendors, and Town staff to facilitate the successful completion of representative duties and other assigned tasks.

Recommended Minimum Qualifications:

Seven (7) years of experience performing systems administration duties in a mid-size organization.

Bachelor degree in Information Technology, or equivalent combination of education, experience, and training. No less than seven years of related experience in the provision of information technology systems; or any equivalent combination of education, training and experience which provides the required

knowledge, skills and abilities to perform the essential functions of the job. 5 years hands-on MIS experience including both PC and computerized financial management systems. Previous experience in Municipal environment desirable.

Specific knowledge of Web site content management, TCP/IP, SQL, Windows OS, Mac OS, Active Directory, DHCP, and MS-Office is particularly valued. Above all a creative, adaptable, and thoughtful approach to technical problem solving is sought.

Certifications and training courses in network management, application programming, and other technical areas.

Confidentiality

Employee has access to confidential information including client and department records and official personnel files.

Physical Requirements:

Ability to access, input, and retrieve information from a computer. Answer telephones and maintain multiple files. Must read and analyze large quantities of information. Must have sufficient mobility to get back and forth from office to off-site meetings.

Physical Skills

Work requires some agility and physical strength, such as setting up and breaking down equipment, or standing for extended periods of time. Occasionally, work may require lifting objects and carrying them (up to 30 lbs. or more).

Supervision:

Employee supervises GIS Coordinator and Computer Technician.

Job Environment:

The work environment involves everyday discomforts typical of offices, with occasional exposure to outside elements. Noise or physical surroundings may be distracting, but conditions are generally not unpleasant. Employee may be required to work beyond normal business hours to attend evening meetings, triage issues and support business operations

POSITION REQUIRES A BACKGROUND INVESTIGATION PRIOR TO APPOINTMENT.

POSITION REQUIRES A PHYSICAL EXAMINATION, DRUG SCREENING AND CORI INVESTIGATION POST OFFER.