

Position Title: IT Director
Department: Finance Department
Reports to: Finance Director
Hours: Full-time (35) hours
Date: April 13, 2021
Salary: \$89,329 (FY21 Budgeted Salary)

Position Summary

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.

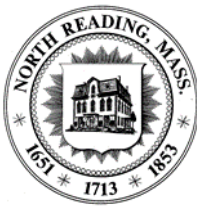
Essential Functions:

- 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
- 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).

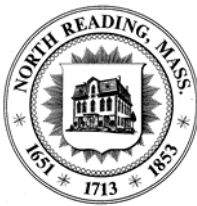
Supervision:

Employee supervises 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

Qualified candidates who fit the description above are requested to submit an application to the Human Resources Department jobs2@northreadingma.gov or to the Town Hall, 235 North Street, North Reading, MA 01864 by 4:00pm Wednesday, April 28, 2021



Physical Requirements			
PRIMARY		COGNITIVE AND SESNORY RQUIREMENTS:	
LIFT up to 10 lbs:	Frequently required	Talking:	Necessary for communicating with others.
LIFT 11-25 lbs.:	Frequently required	Hearing:	Necessary for receiving instructions and queries.
LIFT 26-50 lbs.:	Occasionally required	Sight:	Necessary to perform job effectively and correctly
LIFT over 50 lbs.:	Not required.	Tasting & Smelling:	Not required.
CARRY up to 10 lbs.:	Frequently required		
CARRY 11 to 25 lbs.:	Frequently required		
CARRY 26 to 50 lbs.:	Occasionally required		
CARRY over 50 lbs.:	Occasionally required		
REACH above shoulder height:	Occasionally required.	Other Physical Considerations	
REACH at shoulder height:	Frequently required.	Twisting:	Occasionally required
REACH below should height:	Occasionally required.	Bending:	Occasionally required
PUSH/PULL:	Occasionally required.	Crawling:	Occasionally required
		Squatting:	Occasionally required
		Kneeling:	Frequently required.
DURING AN 8 HOUR DAY, EMPLOYEE IS REQUIRED TO:		Crouching:	Frequently required.
		Climbing:	Occasionally required
Consecutive Hours		Balancing:	Occasionally required
Sit:	1 2 3 4 5 6 7 8 - Varies Daily		
Stand	2 2 3 4 5 6 7 8 - Varies Daily	HAND MANIPULATION	
Walk	3 2 3 4 5 6 7 8 - Varies Daily	Grasping:	Frequently required
		Handling:	Frequently required
Total Hours		Torquing:	Frequently required
Sit	1 2 3 4 5 6 7 8	Fingering:	Frequently required
Stand	1 2 3 4 5 6 7 8		
Walk	1 2 3 4 5 6 7 8		
Controls and Equipment:	Computer, telephone, copy and facsimile machines.		
Work Surfaces:	Standard office desk and chair,; computer work station; tile, carpet, cememnt floor; table; servoce counter.		