

J O B P O S T I N G

TITLE: DIRECTOR OF INFORMATION TECHNOLOGY
(Full Time)

LOCATION: Delhi Charter Township
Information Technology Department
2074 Aurelius Road
Holt, Michigan 48842

GENERAL SUMMARY: Under the direction of the Township Manager, manages the overall internal information technology architecture for the Township departments. Responsible for the day-to-day operations of information systems including databases, operating systems, networks, technical support, and personal computer and printer maintenance. Installs and supports computer system software and application software. Trains and assists users within the departments on using computer systems effectively. Responsible for the budgetary and financial aspects of the Information Technology function.

EMPLOYMENT QUALIFICATIONS:

Education: Bachelor's Degree with a focus or major in computer science, business information systems, Information Technology or Geographic Information Systems (GIS) which includes coursework in computer programming, system analysis, and data base design.

Experience: Five years of progressively more complex and responsible systems analysis work. Experience with personal computer applications and personal computer networking environments similar to that of the Township. Experience with budgeting, purchasing and vendor negotiations is desirable.

AT WILL EMPLOYMENT

2017 SALARY RANGE: \$63,021 - \$75,626

APPROXIMATE STARTING DATE: January 1, 2017

HOURS TO BE WORKED: 8:00 a.m. – 5:00 p.m. - Monday - Friday

APPLICATION DEADLINE: Friday, December 2, 2016, 5:00 P.M.

Applicants may apply in person or cover letter and resume may be sent to the Delhi Township Manager's Office, 2074 Aurelius Road, Holt, Michigan 48842.

A complete job description is available upon request.