



THE CITY OF EAST PALO ALTO SEEKING QUALIFIED APPLICATIONS FOR THE POSITION OF

# INFORMATION TECHNOLOGY MANAGER

- SALARY: \$151,497 - \$184,146 ANNUALLY
- EXCELLENT BENEFITS PACKAGE
- THIS POSITION IS ONSITE AT CITY OFFICES
- DEADLINE TO APPLY: FRIDAY, SEPTEMBER 27, 2024, 11:59 PM





## THE COMMUNITY

The City of East Palo Alto is a beautiful community located in the heart of the Silicon Valley, and is uniquely positioned to maximize its potential as a significant city in the region. Founded by speculators and farmers in 1849, the town was originally named Ravenswood. In 1983 the residents decided to incorporate as East Palo Alto. The population is approximately 28,500 with an area of 2.5 square miles.

## THE POSITION

The City of East Palo Alto is seeking a creative, collaborative, and knowledgeable Information Technology (IT) Manager to lead the City's technology programs. The Information Technology Manager plans, organizes, oversees, coordinates, and reviews the work of staff performing difficult and complex technical support related to all programs and activities of the Information Technology Division. The successful candidate will perform installation, maintenance, and upgrade of the local area network, required hardware and software, infrastructure, personal computers, and communications systems and facilities. The IT Manager will administer short and long-range planning activities. The incumbent will manage the effective use of division resources to improve organizational productivity and customer service. Furthermore, the IT Manager will provide complex and responsible support to the Assistant City Manager in areas of expertise; and perform related duties, as assigned.

## QUALIFICATIONS

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

**Education:** Equivalent to a bachelor's degree with major coursework in computer science, management information technology, or a related field.

**Experience:** Five (5) years of experience in the development and administration of computer systems, telecommunication systems, and local area networks, including two (2) years of supervisory experience.

**License and Certifications:**

Possession of a valid California Class C Driver's License and a good driving record, at the time of appointment.



## BENEFITS



The City of East Palo Alto offers an excellent comprehensive benefits package that includes:

**Union Membership:** This position is part of the Management Employment Association (MEA).

**Health Benefits:** For medical coverage, the City contracts with Sutter Health and Kaiser Permanente. The city pays 100% employee only Kaiser Coverage and 65% Dependent Coverage up to the Kaiser Coverage Plan. Plus, an HSA contribution of \$2,000 per year prorated to the date of hire if enrolled in the Kaiser high deductible plan.

**Dental insurance:** is through Delta Dental. The city pays the full cost for employees only.

**Vision:** Supplemental Insurance with VSP (employee paid)

**Long-Term Disability:** City paid.

**Life Insurance:** The City pays for coverage of Basic Term Life:

-\$75,000 Mid-Managers

**Retirement:** PERS Classic Members - 2.5% @ 55 formula Employee pays 8% employee contribution PERS New Members—2% @ 62 formula Employee pays 6.75% employee contribution. \* Three (3) year highest average final compensation

**Sick Leave:** 3.7 hours biweekly

**Vacation:** Accrual ranges from 80 – 200 hours per year based on years of continuous service with the City

**Holidays:** 13 Paid Holidays per year

**Management Leave:** up to sixty (60) hours of Management Leave annually for those employees who are exempt from the overtime provisions of the FLSA.

**Bi-lingual Pay:** Additional \$50 / pay period. English/Spanish for qualifying individuals and positions after passing a bilingual test.

**Tuition reimbursement:** \$500 - \$1,000 per year

**Deferred Compensation Plan:** The City offers an optional 457 Plan through Mission Square.

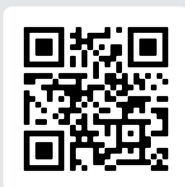
**Employee Assistance Program:** The City of East Palo Alto offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

**Flexible Spending Plan:** Voluntary pretax employee contributions up to \$2,650 for health care expenses and up to \$5,000 for dependent care expenses per year.

## HOW TO APPLY

Applications will be reviewed in detail to identify the most qualified candidates to move forward to the next phase in the recruitment process. The next phase will be a panel interview and/or practical and written, and scenario assessment. Those who pass the first phase will move on to an interview with the hiring manager.

**APPLICATION PROCESS:** To be considered for this exciting opportunity, candidates should apply through CalOpps.org. <https://www.calopps.org/city-of-east-palo-alto>. or scan the QR code below:



SCAN ME

**Deadline to apply, Friday, September 27, 2024 11:59 PM**

**THE CITY OF EAST PALO ALTO IS AN  
EQUAL OPPORTUNITY EMPLOYER**

Recruitment Services Provided by:

