



Village of Tinley Park - Employment Opportunity

The Village of Tinley Park is an Equal Opportunity Employer and a Drug Free workplace.

INFORMATION TECHNOLOGY MANAGER

Posting Date: January 22, 2020

Closing Date: When Filled

The Village of Tinley Park, IL (population of over 57,000) is seeking candidates for the position of Information Technology Manager. Under the general direction of the Assistant Village Manager, the Information Technology (IT) Manager performs a variety of complex technical, administrative, and supervisory tasks in the development, configuration, installation, and maintenance of the Village's networks and information systems. The IT Manager is an administrative and working manager role that will coordinate with internal and external stakeholders to develop and encourage the best practices in local government administration. The IT Manager serves as the Department Head responsible for information technology (IT) operations in the Village of Tinley Park intended to facilitate the Village's continuous improvement, while promoting commitment to expansion of customer service.

Required Knowledge, Skills, Abilities:

- Extensive experience working with Windows operating systems, computer networking, hardware and software troubleshooting, Microsoft Office Products, and database management.
- Possess a strong understanding and knowledge of local government organization and public administration theories, principles, and practices, including personnel management and budget administration.
- Ability to maintain a high level of communication with Village leadership, supervisors, and staff; working proactively to understand their needs and to align technology-related decisions with the organization's goals.
- Willingness to solicit and apply customer feedback (internal and external) in order to improve processes, products, and services.
- Advanced Knowledge of principles, practices and techniques of information technology as well as the activities, objectives and ideals of management information systems and programs; and the technical aspects of automated systems design and computer operations.
- Extensive experience in systems administration, implementing and supporting large-scale application and infrastructure systems, application developing, and end-user support.
- Creative problem solving capabilities to resolve issues and ensure efficiency.
- Experience in working with internal leadership and managing a small staff, to include delegating tasks to subordinates, providing regular performance feedback, developing subordinates' skills and encouraging growth, conducting performance evaluations, and administering discipline when necessary.
- Knowledge of the principles and methods of strategic planning, performance measurement, and process improvement.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from non-technical users.

Minimum qualifications:

- Bachelor's Degree from an accredited college university in Computer Science or closely related field. Master's degree preferred.
- A minimum of five to seven years of progressively responsible managerial, supervisory, and administrative experience in the field of Information Technology.
- Knowledge of current Windows operating systems, computer networking, hardware and software troubleshooting, Microsoft Office Products, and database management. Experience using Edens a plus, but not required
- The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered.

Residency Requirement: As a condition of employment and continued employment, the IT Manager is required to reside within a thirty (30) mile radius measured from any border or Village limit of Tinley Park, within twelve (12) months of employment date. Residency in Indiana is not permitted.

Start Annual Salary: DOQ plus generous benefit package including health/dental insurance, IMRF, Life Insurance and other optional programs including deferred compensation.

Application Process: Interested and qualified candidates may complete an Application for Employment obtained online at www.tinleypark.org or obtained in person at the Village Hall. Submit with a cover letter, resume and application to humanresources@tinleypark.org **Interested candidates are highly encouraged to apply by February 22, 2020.**

Email to: humanresources@tinleypark.org

Mail to: Human Resources, Village of Tinley Park, 16250 South Oak Park Avenue, Tinley Park, IL 60477.