Director of Information Technology

Job Description

The Director of Information Technology is responsible for establishing and managing day-to-day and long-term goals, policies, and procedures for WRTA's local and wide area networks and application systems. This position provides leadership in determining all technology and communication initiatives for the organization. This position will work with WRTA leadership and staff to establish a long-term Information Technology and System strategy and planning. The position will also provide support and maintenance of existing technological infrastructure, applications, and will oversee the planning for all new systems to determine the most effective platform, software, and operating environments where business applications can be maximized.

Starting Salary Range: $105,000-115,000

Examples of Duties

- As part of the executive management team, work with WRTA leadership, departmental personnel, and contractors on WRTA's long term Information Technology and System strategy and planning.
- Oversees the planning for all new systems and serves as a source for information on alternative data management techniques and tools.
- Determines the most effective platform, software and operating environments where business applications can be maximized.
- Provides end user support, develops work plans, tracks progress, describes work assignments and provide project status reporting on projects.
- Oversees and provides direction to WRTA's Information Technology Contractor.
- Oversees the maintenance support for hardware and peripherals.
- Develops and maintains capital budgets for the procurement of hardware and software. Determines system and design improvements including potential management information systems and data processing systems for WRTA.
- Assures that all systems are thoroughly documented to ensure their ongoing future operation.
- Oversees the design and management of all WRTA general purpose computer and telephone networks.
- Ensures the sound design and continued operation of data security and storage systems, disaster recovery plans and backup procedures to both safeguard and control the access to confidential, sensitive data and ensure the continued integrity of WRTA's data resources at all times.
- This position must be able to provide timely and in-depth support for all Department functions, including Finance applications and data interfaces.
- Works with Department heads on the implementation of any new technology.
- Lead efforts to improve technological processes and cyber security.
- Keeps informed on new developments in the fields of systems and computer hardware to assure that WRTA will benefit from the advances in computer-related technology.
- Work cooperatively with all levels of personnel.

- Attends in-service training, seminars or other opportunities for professional development as made available by the Agency. Actively participates in staff meetings, trainings, etc.
- Provides training for Agency and contractor personnel as required.
- Ability to quickly learn Agency policies and procedures.
- Other duties and responsibilities as assigned.

Qualifications

- A bachelor's degree in information technology, Computer Science, Computer Programming, Data Science, or related field. Significant transit industry work experience may be substituted for a portion of the education requirement.
- An equivalent combination of education and work experience on a year-for-year basis can be substituted for the 4-year degree requirement.
- Five (5) years of professional, full-time experience in business data processing, network administration, design and management including supervisory and management experience. Experience should include successful implementation and management of networking and operating system software including continuous user support. Significant post-graduate training of a specialized nature may substitute for a portion of the work experience requirement.
- Experience supervising other employees or contractors is required.
- Proficient in software programs (word processing, spreadsheet, and database), Internet applications and utilization of relevant business equipment. Must be able to handle confidential information.
- Must have the ability to quickly learn internal software programs, and industry specific software, such as Hastus.
- The ability to prioritize projects and have excellent communication (especially verbal), interpersonal skills, tact and diplomacy. Ability to work both independently and in a team environment.
- Valid drivers' license and the ability to be insured by our insurance company throughout employment. individual may be required to travel in the course of their daily work.
- Comprehension of Visual Basic programming preferred but not required.

How to Apply

Qualified applicants should submit their resume and cover letter to admin@therta.com.
This position will remain open until filled.

WRTA is an Equal Opportunity/Affirmative Action Employer