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**CITY OF HARRISONBURG**
**invites applications for the position of:**

# Technology Manager

An Equal Opportunity Employer

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**SALARY:**

| Hourly | Biweekly | Monthly | Annually |
|---|---|---|---|
| $27.86 - $32.60 | $2,228.80 - $2,608.00 | $4,829.07 - $5,650.67 | $57,948.80 - $67,808.00 |

**OPENING DATE:** 10/31/19
**CLOSING DATE:** 12/02/19 05:00 PM
**DESCRIPTION:**



**Do you want a technology career that is meaningful and has a direct impact in the local community? Consider applying for the Harrisonburg-Rockingham Emergency Communications Center's (HRECC) Technology Manager position, where you can join a team of professionals who play a vital role in ensuring the public receives emergency assistance in times of crisis.**

The Technology Manager is a full-time position with benefits and a preferred hiring range of $57,948 - $67,808 annually (equivalent to $27.86 - $32.60 per hour). The ideal candidate for this position will perform difficult skilled work in overseeing the daily operations and maintenance of the HRECC's various technological systems.

The Technology Manager:
- Configures and maintains all HRECC information systems, including but not limited to servers, networks, wireless computer connectivity, GIS, telephony, security, powering and monitoring for maximum operational readiness of daily operations for the mission critical systems;
- Administers all networks (CADDEMS, HRECC operations and 9-1-1/telephony);
- Assists ECC command and operations staff with technical information systems related to the Mobile Command Unit (MCU), ensuring proper operation of radios and radio systems;
- Serves as a member of the Harrisonburg-Rockingham Radio Cache Team and Tactical Emergency Response Team (TERT);
- Serves as the primary contact for all related systems and as project manager on assigned technology projects, which includes coordinating with other technical services managers to ensure seamless operation and integration;
- Performs installation, programming, repairs and preventive maintenance on technology and equipment;
- Maintains close contact with operational staff, ensuring reliable and efficient equipment operation of computers, peripherals and backup computing and telephony equipment;
- Assists HRECC Director with systems concept, design, installation, project management and operation of equipment, upgrades, improvements and maintenance;
- Creates and implements system policies and procedures;
- Manages security principles and policies of agency systems;
- Compiles and analyzes reports for equipment usage, readiness and life-cycle planning;
- Supervises technology staff and ensures their success by communicating expectations, planning, monitoring and appraising results;
- Assists with the hiring process, trains, delegates tasks, supervises and evaluates the work of technology employees.

**Physical Requirements:** This is generally light to moderate work requiring the exertion of up to 80 pounds of force occasionally, up to 25 pounds of force frequently, and a negligible amount of force constantly to move objects; work requires stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word, and conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or make fine distinctions in sound; visual acuity is required for depth perception, color perception, preparing and analyzing work and observing general surroundings and activities. The employee is subject to inside and outside environmental conditions. May require walking/working in rugged terrain. May require the use of power tools and equipment.

The candidate selected for the position may be assigned to a specialized team with work requiring the exertion of up to 75 pounds of force occasionally, up to 25 pounds of force frequently, and a negligible amount of force constantly to move objects. Work may require stooping, kneeling, crouching, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions. Visual acuity is required for depth perception, color perception, preparing and analyzing work and observing general surroundings and activities. The employee may be subject to inside and outside environmental conditions. May require walking/working in rugged terrain. May require the use of power tools and equipment.

**Minimum Requirements:**

- Bachelor's degree with coursework in computer science, electronics, or a related field and considerable experience in the operation, maintenance, and repair of computers, equipment, and radio systems, or an equivalent combination of education and training.
- Driver's license valid in the Commonwealth of Virginia.
- Available for after-hours response (including nights, weekends, and holidays), as needed, outside of the position's normal workweek schedule.
- Current possession or ability to obtain Virginia Criminal Information Network (VCIN), National Crime Information Center (NCIC), and Cardio Pulmonary Resuscitation (CPR) certifications, within an appropriate time period as determined by the department.
- Experience as a technical systems manager in a public safety or emergency communications environment, highly preferred.
- Supervisory, financial controls management, and budget planning, preferred.

**Automatic Disqualifiers for Employment at the HRECC per State Regulations*:**

- Felony conviction;
- Serious misdemeanor conviction; and
- Conviction within the past three years - excluding traffic-related offenses.

*Please note that the list above is not all inclusive and is subject to the State Regulations, as amended.*

The ideal candidate should have:

- Comprehensive knowledge of design, implementation, and maintenance of state-of-the-art radios, computers, and the internet.
- General knowledge of City and County geography and highway/street system; principles and procedures of operations within an emergency communications center; local emergency plans and procedures; community resources that may be used in an emergency situation.
- Skill in the use of telecommunications equipment.

- Ability to collect and analyze data and statistical information; present ideas clearly, both verbally and in writing; hire, train, evaluate and effectively supervise the work of others; maintain effective working relationships with associates, public agencies, the media and the general public.

**Special Requirements:** Successful applicants for this position will be subject to a Division of Motor Vehicles (DMV) license and driving history query and must complete and pass a satisfactory credit history review, criminal history check, background investigation, and drug testing.  ECC employees are also subject to random drug/alcohol screenings.

**Application Deadline:** All candidates must complete a City of Harrisonburg online employment application by 5:00 pm EST on Monday, December 2, 2019 in order to be considered.

*The City provides an excellent full-time employee benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.*

*All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.*

**The City of Harrisonburg & the HRECC are Equal Opportunity Employers.**

**Interested in Learning More Information about the HRECC and the vital role HRECC employees play in public safety?**

Visit our website at http://hrecc.org/employment/
or
check out our Facebook page at https://www.facebook.com/HarrisonburgRockinghamECC/

APPLICATIONS MAY BE FILED ONLINE AT:
https://www.harrisonburgva.gov/employment

OUR OFFICE IS LOCATED AT:
409 South Main Street
Third Floor
Harrisonburg, VA 22801
540.432.8920
540.432.7796
employment@harrisonburgva.gov

An Equal Opportunity Employer

Job #5354 - (Oct. 2019)
TECHNOLOGY MANAGER
CM