



City of Philadelphia Office of Innovation & Technology

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| Job Title: | Web and Data Delivery Manager |
| Reports To: | Chief Data Officer |
| Unit: | Web & Creative Services Unit |
| Position Type: | Exempt |
| Salary Range: | \$80,000 - \$90,000 |
| Application Deadline: | September 13, 2013 |

Summary

The Office of Innovation & Technology (IT) is the central IT agency for the City of Philadelphia, headed by the Chief Innovation Officer (CIO). The Office of the Chief Data Officer (CDO) has responsibility for implementing the city's open data and government transparency program. Central to this effort is the delivery of data and information to citizens through the city's website and public facing web applications.

The primary responsibility of this position is to oversee the management of the City of Philadelphia's web presence and to oversee the development of new content and data to be delivered to users through the City of Philadelphia's website.

This includes working with city departments to upgrade / redesign their websites to utilize the latest technologies and the design principles to ensure that useful content is presented to users quickly, efficiently, and without complication.

As an integral part of the Office of the CDO, you will work closely with the CIO, the CDO, the Director of Civic Technology, the Chief Architect, Department heads and other officials to manage existing web sites and online content, and to oversee the creation of new content and information that will fulfill the City's mission to deliver services efficiently and to provide data for external users.

The successful candidate must reside in the City of Philadelphia or establish primary residence in the City of Philadelphia within six months of employment. This position is open to US Citizens and those that are authorized to work in the US. Please provide citizenship status when applying for this position.

Responsibility

- Oversee the redesign of City of Philadelphia websites and web content.
- Manage a team of web design and web content specialists that work with city departments to support the design, deployment, and management of web content on public websites.
- Coordinate with other OIT managers on projects that involve the development of web applications to provide a consistent, coordinated experience to users of department websites.
- Advise the Chief Data Officer and the Chief Innovation Officer on the status of work to redesign and upgrade department websites.
- Provide input and recommendations on the strategic direction of OIT as it relates to the agency's ability to support the mission of delivering web content and applications.
- Design and implement training materials and programs to assist city employees and department personnel in creating and managing web content.
- Identify opportunities for city departments to leverage open data to more effectively provide information and / or services to citizens.

Ability To:

- Manage diverse groups of employees with mixed technical skills.



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- Manage multiple ongoing projects simultaneously and provide status updates to department leaders.
- Work with department stakeholders and other customers to determine core requirements for website design and updates, and prioritize tasks for efficient delivery.
- Reprioritize tasks based on changing requirements or external circumstances.
- Excellent writing and speaking skills.

Knowledge Of:

- Website and web application design.
- Contemporary web design principles, techniques, and strategies.
- Web content management systems, preferably SharePoint 2013.
- Should have a solid understanding of government processes and practices (legislative process, budget process, etc.).
- Should have a solid technical foundation, and be comfortable communicating with internal & external stakeholders on deeper technical issues.
- Should understand the concept of 'open data' and 'open data formats,' and the pros & cons of different data formats.

Experience

- Managing a team of professionals, ideally those work on web content delivery.
- Proven leader, with experience managing a team and providing deliverables on a tight timeline.
- Worked in a fast paced environment with highly visible projects.

Education

- Completion of a Bachelor's degree program at an accredited college or university.
- This position is open to US Citizens and those that are authorized to work in the US. Please provide citizenship status when applying for this position.

How to Apply:

Send resume and cover letter to it.jobs@phila.gov. In the body of the email please indicate you found the job posting on the City of Philadelphia's HR website.