

<b>Job Title</b>	Information Technology (IT) Director	<b>Hiring Manager</b>	
<b>Department</b>	Data Systems, Applications & Information Services / Philadelphia Fire Department	<b>Revision Date</b>	
<b>Salary Range (optional)</b>	Commensurate with experience	<b>Application Deadline</b>	TBD
<b>Position Type</b>	Exempt		

## Overview of City of Philadelphia

With a workforce of over 25,000 people, and opportunities in more than 1,000 different job categories, the City of Philadelphia is the fifth largest city in the United States and one of the largest employers in Southeastern Pennsylvania. As an employer, the City of Philadelphia operates through the guiding principles of service, integrity, respect, accountability, collaboration, diversity and inclusion. Through these principles, we strive to effectively deliver services, to resolve the challenges facing our city, and to make Philadelphia a place where all of our residents have the opportunity to reach their potential.

## Agency Description

The Office of Innovation and Technology (OIT) was established in August 2011 by Mayor's executive order. OIT oversees all major information and communications technology initiatives for the City of Philadelphia - increasing the effectiveness of the information technology infrastructure, where the services provided are advanced, optimized, and responsive to the needs of the City of Philadelphia's businesses, residents and visitors.

## Position Summary

The Office of Innovation & Technology (OIT) is the central IT agency for the City of Philadelphia, headed by the Chief Information Officer (CIO).

This position is a Departmental IT Director within the Division of Technology, assigned to the Philadelphia Fire Department (PFD). Under the direction of the 1<sup>st</sup> Deputy CIO and the Fire Commissioner, this position has management-level responsibility for planning and directing the activities of departmental information systems through subordinate supervisors and administrators, technical support staff and consultants, and vendors coordinating with the Division of Technology. This position may also work with the Office of the Deputy Mayor for Public Safety in developing a "Public Safety" approach to information technology planning and operations.

### Essential Functions

- Confer with department managers to determine computing and information management needs and requirements; develop plans and strategies to meet the information management needs of the department; develop plans and proposals to analyze and upgrade the existing systems; determine which applications can best satisfy department computing requirements; determine departmental computing policies and procedures; direct installation and start up of new or revised software and hardware; confer with central IT (DOT) managers and designated technical specialists to establish access to data and to insure provision of support to the department; participate in interview and selection of vendors/contractors
- Direct the maintenance of and enhancements to departmental systems that include analyzing user needs, planning required systems and program development activities, project management, program specifications, file design, governmental reporting requirements, and addressing end user requests
- Assist with preparation of project charters and business cases and in helping department and DOT identify and define business objectives, processes and workflows, and IT requirements
- Work with department management to identify and define problems, issues and opportunities to improve efficiency and effectiveness through IT initiatives
- Work with internal IT resources and DOT to organize around the problem and ensure new initiatives are planned, launched and executed correctly.
- Help ensure delivery of computer services to the department within allocated cost and schedule and within budget
- Prepare detailed flow charts and diagrams outlining system capabilities and process flows
- Conduct technical research on system upgrades to determine feasibility, cost, time required, and compatibility with current system.
- Project future needs of department to promote effectiveness and efficiency; confer with and recommend to superiors the most appropriate software and hardware purchases; prepare cost comparisons of equipment and software considered for purchasing
- Meet with department managers to determine future network needs and personal computer usage; studies past and current trends
- Develop departmental disaster recovery plans
- Oversee departmental system security through direction of technical support staff; meet with departmental officials to discuss security needs; direct subordinate staff to implement security changes
- Establish and implement computing policy, processes, and procedures
- Determine staff development requirements and ensures technical support staff receives suitable training and stays abreast of recent developments technology
- Work with department management to develop electronic access to information for the public and internal department employees
- Evaluate the performance of all DOT employees reporting to the position as often as required

### Competencies, Knowledge, Skills and Abilities

- Communicate (verbally and in writing) effectively with stakeholders and senior business leadership
- Organize and work effectively with project teams of staff from department and with technical resources participating in the effort
- Set objectives, prioritize, and manage a staff

- IT operations management
- Computer Aided Dispatch systems
- Emergency Fire/EMS Operations
- Geographic information system (GIS)
- Global positioning system (GPS)
- Application development and maintenance
- Networking and security
- Continuity of operations
- Request for Proposal (RFP) and contract negotiations process
- Cost analysis
- Broad based technology in multiple business applications and environments

### Qualifications (Education and Experience)

- BA/BS degree or an equivalent combination of education and experience
- Eight plus (8+) years of applicable work experience with 5 or more years of IT management experience
- Experience working in a large Governmental environment is a plus

### Additional Information

Submit your resume [here](#)

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Successful candidate must be a City of Philadelphia resident within six months of hire

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