

JOB OPENING

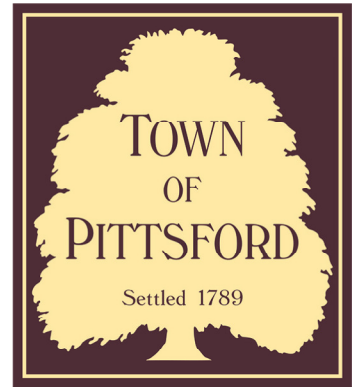
Information Services

Position: Director of Information Services

(Full-Time)

Posted: June 01, 2022

Deadline: July 08, 2022



The Town of Pittsford has an opening for the position listed above.

This is a technical managerial position responsible for developing, coordinating, and implementing the Information Services plan for the town. General supervision is exercised over a staff. The employee reports directly to the Town Supervisor.

Requirements include: thorough knowledge of hardware/software technology and analysis techniques; good knowledge of operations and customer support functions; must have budgeting, financial, organizational, and managerial skills and have the ability to communicate effectively.

This position develops, communicates, and enforces policies and standards involving Town Information Services; confers with administrative staff regarding computer applications and uses, informational needs, operational problems and service requirements; oversees and directs the technical, operations, and customer support functions of the department, including contracted services; develops multi-year financial projections of technology plan implementation for budget; assesses systems and recommends appropriate action; manages information services resources town-wide.

This position requires a B.S. in a technology field plus four years work experience including systems analysis; or an A.S. in a technology field plus six years work experience including system analysis; or any equivalent combination of training and experience.

This is a full-time provisional, civil service position. A civil service exam is required for permanent appointment. Salary commensurate with experience. Competitive benefits program.

Responding to the Town of Pittsford residents for information and concerns is an important aspect of this job. The candidate must have the ability to communicate effectively with the general public and act as a representative for the Town of Pittsford.

Employees need not be residents of the Town of Pittsford, but shall be required to maintain their primary residence within the County of Monroe or the adjoining counties of Wayne, Ontario, Livingston, Genesee and Orleans within the State of New York. Monroe County Civil Service residency requirements overrule the Town of Pittsford residency for provisional and competitive positions.

The Town of Pittsford provides equal employment opportunities for all employees and applicants for employment. The Town does not discriminate against, or grant preferences to, any person on the basis of race, religion, color, sex, age, ancestry, national origin, marital status, pregnancy, sexual orientation, disability, or any other characteristic protected by federal, state or local law. The Town applies the same policy to all personnel actions, including, but not limited to, recruitment, selection, training, transfers, promotions, evaluation, compensation, discipline, layoffs, terminations, and rehires.

Background checks are required for all employment in the Town of Pittsford. All offers will be subject to successful completion of an acceptable background check.

Interested candidates should send an application, cover letter & resume by mail, email or fax to:

Town of Pittsford
11 South Main Street
Pittsford, NY 14534
Attn: Personnel Department

Email to: cfleming@townofpittsford.org
Fax to: (585) 248-6247
For an employment application, click [HERE](#)