



**CITRUS
HEIGHTS**

**WATER
DISTRICT**

Information Technology Manager



THE CITRUS HEIGHTS WATER DISTRICT

Is accepting applications for the position of

Information Technology Manager

First Review of Applications: February 19, 2024

ARE YOU EAGER TO MAKE AN IMPACT IN THE COMMUNITY IN WHICH YOU WORK?

DO YOU HAVE THE SKILLS TO MANAGE COMPLEX OPERATIONS AND INITIATE IMPROVEMENTS?

IS WORK/LIFE BALANCE IMPORTANT TO YOU?

IF SO, WE MAY HAVE THE OPPORTUNITY YOU ARE SEEKING!

THE DISTRICT

The mission of the Citrus Heights Water District is to furnish a dependable supply of safe, quality water delivered to its customers in an efficient, responsive, and affordable manner. The District maintains water service connections in a 12 square mile territory with a population of approximately 67,000 residents in portions of the City of Citrus Heights, and the unincorporated communities of Fair Oaks, Orangevale, Carmichael, and unincorporated Placer County. The District currently employs full-time staff members, plus part-time staff.

As stewards of the community's water supply, the Citrus Heights Water District conducts business with the highest ethical standards by emphasizing accountability, integrity, and collaboration. To achieve this goal, the District strives to create a team-oriented and safe work environment that empowers its staff and supports pursuits for personal and professional growth. Ultimately, the goal is to provide responsive service to the District's rate-payers. The District has served the community since 1920, and will continue to evolve as a dynamic provider of municipal water service to assure that its customers receive the best value without giving it a second thought.

THE COMMUNITY

The Citrus Heights Water District is conveniently located in the urbanized area between downtown Sacramento and Roseville. The community and surrounding area enjoy the cultural, educational and recreational amenities of the Sacramento metropolitan area. The San Francisco Bay Area, Reno, Lake Tahoe, Napa Wine Country and the Gold Country foothills of the 1849 Gold Rush are all easy day trips. The Citrus Heights Water District Service Area features quiet neighborhoods, beautiful parks, excellent schools, and affordable housing, while offering exceptional amenities such as a broad array of shopping and dining opportunities to both residents and visitors.

THE POSITION:

This position is designed for an IT professional with significant technical and project management experience who is ready to step into a leadership position. The individual in this position will be responsible for oversight and administration of an Active Directory Network, Workstation Server Hardware and Software Configurations, Virtual Servers, Networking Routers, Switches and Firewall Protocols, along with SQL Server Database Administration

The position is a management assignment that will report to the Director of Administrative Services. The incumbent will be the sole staff member in the Division, with contract staffing available for vacation/sick relief, project roll-out, and peak workload. The successful incumbent will be expected to both troubleshoot day-to-day issues and oversee contract service providers to ensure that internal staff receive the same excellent service that external customers would expect. The position will manage the IT activities within the District; oversee activities among consultants, vendors and staff; and maintain the IT Helpdesk for District staff and elected officials.

The position will develop schedules and budgets for the maintenance, upgrade, and implementation of District-wide technology, including telecommunications and radio systems. The position will be expected to recommend and coordinate the procurement of contract service providers and technology systems to meet the needs of both internal and external stakeholders. The incumbent will be responsible for day-to-day operations, including network systems disaster recovery and data security methods, and the District's IT equipment storeroom.



THE IDEAL CANDIDATE

The IT Manager will be a technical expert who exhibits effective interpersonal skills. The ideal candidate will possess strong verbal and written communications skills as this position will present to the Board of Directors and District staff. Given the wide array of projects and interactions expected in the course of their duties, the ideal candidates will also possess a strong customer service ethic with the ability to establish and maintain positive and cooperative working relationships both internally and externally. The successful individual must enjoy working in a fast-paced team-oriented environment juggling multiple, competing priorities.

Candidates who have a successful history of supporting complex technology systems and implementing new systems that enhance efficiency within a local government setting are encouraged to apply.

EDUCATION AND EXPERIENCE

Individuals meeting the following education and experience qualifications are encouraged to apply for this position.

EXPERIENCE:

Five (5) years of responsible experience in database and administration, and technical support; including one year (1) of supervisory responsibility.

EDUCATION/TRAINING:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information technology, or a related field.

Equivalent professional experience equating to a 4-year degree in computer science, information technology, or a related field in conjunction with relevant work experience and/or certification in one or more of the following technologies may substitute for the degree:

- Microsoft Certified Solutions Associate: Windows 10
- Microsoft Certified Solutions Associate: Windows Server 2012
- Microsoft Certified Solutions Associate: Windows Server 2016
- Microsoft Certified Solutions Associate: Office 365

LICENSE & CERTIFICATE:

Possession of one of the following certifications is preferred:

- ITIL v3 Foundation
- Microsoft Certified: Security, Compliance, and Identity Fundamentals
- Microsoft Certified: Database Administrator Associate

Possession of a valid California Class C Driver's License may be required at the time of appointment. Possession and proof of a good driving record free from multiple or serious traffic violations or accidents for the preceding two (2) to three (3) years duration is required.

COMPENSATION & BENEFITS

Salary Range for the Information Technology Manager

is \$117,790 to \$158,974 with placement in the range depending on qualifications.

In addition to a Pay-for-Performance program, District salaries are reviewed annually for a Cost of Living Adjustment (COLA) based on the Consumer Price Index for All Urban West Coast consumers (CPI-U).

The District's compensation package also encompasses an attractive benefits package that includes:

4/40 Work Schedule – The District observes a 4/40 work schedule with all employees on a Monday through Thursday work schedule.

Retirement – The District offers CalPERS, with Social Security. Benefit is 2% @ 55 for classic members and 2% @ 62 for new members as defined by PEPRA, subject to limitations set by PERS. Employee pays the employee portion.

Deferred Compensation Plan – The District offers enrollment in a pre-tax payroll deducted 457 plan with up to a 3% employer match, based on annual limits established by the Internal Revenue Service.

Health Insurance – Medical – The District provides medical insurance options for employees and dependents.

Dental/Vision Insurance – The District provides dental and vision coverage to employees and dependents.



Medical Cash Back Option – District provides \$400 per month as a cash back option for employees declining medical coverage providing, they submit proof of other group coverage.

Life Insurance – District pays for \$100,000 of employee life insurance. Additional supplemental life available to employees at their expense.

Social Security – District has contracted to continue employee participation in the US Social Security Administration’s (SSA) Old-Age, Survivors and Disability Insurance (OASDI) program.

Vacation Leave/Management Leave/Sick Leave – District offers generous vacation and sick leave benefits beginning at monthly accruals of 8 hours for new employees. FLSA Exempt staff receive 80 hours of management leave annually. In addition, each employee receives 10 hours of floating holidays per year, and additional paid days off between the Christmas and New Year’s holidays.

APPLICATION & SELECTION PROCESS

To apply for this excellent opportunity:

Submit a completed CHWD application, along with cover letter and resume to bmoore@chwd.org by **February 18, 2024**.

An initial review of application materials will take place on **February 19, 2024**, and the most qualified applicants will be invited to subsequent steps in the recruitment process.

THE CITRUS HEIGHTS WATER DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

