

## **SAN ANDREAS REGIONAL CENTER**

### **POSITION OPENING NOTICE**

**POSITION :** Information Systems Manager

**NUMBER OF OPENINGS:** One

**LOCATION:** Campbell

**POSITION #:** 12

**SALARY RANGE:** \$ 5368.00 - \$ 6524.00 Monthly  
(Five Annual Steps)

Regular       Full-Time       Temporary       Part-Time

**POSITION DESCRIPTION:** Responsibilities include:

- Support network connectivity for management and staff to computing resources and applications provided by network, file and application servers. Coordinate the deployment and maintenance of system infrastructure, including servers, desktop P.C.s and software environments for over 300 users. Design and support an overall intranet infrastructure supporting internal and external web-based computing requirements. Develop an information technology plan for new facilities as needed.
- Develop and implement computing initiatives regarding security and productivity standards relative to an overall strategy to provide an appropriate degree of standardization.
- Manage information technology staff in support of computer users to ensure that technology, infrastructure and long-range planning requirements are met and supported.
- Supervision of all technology staff.
- Responsible for managing and maintaining network security and network security policies.
- Data backup management responsibility.

- Develop and maintain computer network disaster recovery plans.
- Manage information technology staff in support of computer users to ensure that technology, infrastructure and long-range planning requirements are met and supported.
- Manage internet and intranet.
- Perform other related duties incidental to the work described herein.

**SUPERVISION RECEIVED:** General supervision from the Director of Administrative Services.

**SUPERVISION EXERCISED:** General supervision of the Information Systems (IS) Department.

**EDUCATION / EXPERIENCE:** Position requires a bachelor's degree in mathematics, computer science, or a computer-related field, or equivalent course work in technical training. Microsoft Certified Systems Engineer (MCSE) certificate is highly desirable. Certified Information Systems Security Professional (CISSP) certificate or equivalent is highly desirable.

**SPECIAL SKILLS AND KNOWLEDGE:**

- Position requires five (5) years of actual or related experience.
- Five (5) years of experience as a Microsoft Windows network systems administrator is highly desirable.
- Experience with IBM I5 computing platform and operating system is highly desirable.
- Experience as a Microsoft Exchange systems administrator is required.
- Experience with firewalls and firewall security is highly desirable.
- Web development skills are highly desirable.
- Strong skills in the use of Microsoft Office applications, including Word, Excel, Access, Outlook and Visio are required.

**Or an equivalent combination of relevant education and/or experience.**

**OTHER:** Use of an automobile, possession of a valid driver's license and automobile liability insurance for the minimum amount prescribed by law or the ability to provide for independent transportation.

**SPECIAL SKILLS AND KNOWLEDGE:** Proficient in PowerPoint, Excel and Word.

**DATE POSTED:** April 22, 2009

**DEADLINE:**

**SEND RESUME TO:** Mary duTrieuille, Director of Human Resources  
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