



Town of Belmont Employment Opportunity

INFORMATION TECHNOLOGY DIRECTOR

Grade 21 NON-UNION - Exempt - Full Time – 40 Hours

SALARY RANGE \$109,851.27 - \$156,587.36

Complete Benefit Package

The successful candidate is expected to manage and oversee town and departmental information systems, to support the Town's operating units in their use of information technology, to recommend cohesive IT plans, standards, and training for users to make full and effective use of information technology resources. The IT Director defines and carries out the Town's service and operational objectives, the appropriate, cost-effective information management strategies, and the acquisition, implementation and maintenance of information systems and related components. The Information Technology Director is responsible for establishing, maintaining, and improving the efficiency and effectiveness of all areas under his/her direction and control. Provides leadership, management, technology vision, and definition of all daily computer and communication activities. Provides technology support during expanded business hours, up to a 24/7 operation to support the Police and Fire Departments, as well as handling frequent after-hours issues. Maintains a disaster recovery plan, capital budget strategy, strategic computing plan, capacity projection, security scheme, and network design. Develops and implements Cybersecurity policies and/or programs to improve the Town's overall security posture. Oversees a staff of 4.

Bachelor's degree in information systems, computer science or related technical degree; minimum eight to ten years of technical and progressive managerial experience directing information systems operations and support. Microsoft Certifications (MCO, MCSE) preferred. Master's degree in information technology or in business or public administration is a plus.

For review of your submission, please submit a Town of Belmont application form, found here: <https://www.belmont-ma.gov/human-resources/pages/job-openings> resume and cover letter to the Town's Human Resources Department, 455 Concord Ave, Belmont, MA 02478 or fax 617-993-2741, or e-mail to humanresources@belmont-ma.gov



Application Process

All applicants are to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993- 2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

Some employees will need to complete a pre-employment physical and drug-screening examination. All positions will also require a CORI criminal background screening. The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

The Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department. Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov