

POSITION ANNOUNCEMENT



Interagency Commission on School Construction
LARRY HOGAN, GOVERNOR
KAREN SALMON, Ph.D. CHAIRPERSON
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State Superintendent of Schools

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INTERAGENCY COMMISSION ON SCHOOL CONSTRUCTION

April 5, 2019

POSITION TITLE: Information Technology Systems Manager (IT Assistant Director I)

POSITION NUMBER: 070759 (JobAps # 19-004490-0004)

SALARY: State Salary Grade 20
Annual Salary Range: \$58,168 - \$93,395

LOCATION: 200 West Baltimore Street
Baltimore, MD 21201

NATURE OF WORK: This is a professional position responsible for supporting in-house and vendor developed applications, and other systems that are integrated with other agencies including the identification and development of improved mechanisms for collaboration across the agency, partner agencies, and with Local Education Agencies (LEAs).

DUTIES AND RESPONSIBILITIES: Manages Development of Information Technology (IT) Applications; develops budget requests associated with IT systems; prepares request for proposals for procurement of new software or improvement to existing applications; oversees the procurement of software, consulting services, and systems developed internally and systems developed under contract with vendors; coordinates presentations and submissions for portfolio review meetings; establishes security, controls and processes; collaborates with directors, and managers to determine short term and long term application needs and requirements; develops and documents application interfaces; allocates and directs staff and other resources to address priorities; ensures understanding, dissemination and compliance with Statewide and IAC policies.

MINIMUM QUALIFICATIONS: **EDUCATION:** Master's Degree or 36 post-baccalaureate credit hours in Computer Information Technology, Management Information Systems, or other information technology-related field to include course work in local or wide area microcomputer or minicomputer networks from an accredited college or university.

EXPERIENCE: Four years of experience designing, developing, implementing, maintaining and controlling information technology systems. Experience supervising and managing the delivery of information technology products and services is desirable.

Note: Applicants may substitute two years of additional experience as defined above for the Master's Degree.

ESSENTIAL REQUIREMENTS: Knowledge and experience with the software development life cycle (SDLC), application software packages, network connectivity functions, security and documentation standards; knowledge of assessing and analyzing user requirements, and developing client/server application programs using software development tools; skill using MS Visual Studio, SharePoint Developer, C#, VB, JavaScript, SQL InfoPath, ASP.NET, MS Framework, Team Foundation Server, and MS SQL Server; skill in evaluating hardware, software and services to resolve user needs; skill in diagnosing and resolving hardware and software problems for users; ability to install microcomputer hardware and software; skill in developing and maintaining change control practices for software applications and IT projects; skill in managing hardware and software updates and resolving requirement and user concerns; ability to resolve problems and clarify issues through leading group discussions; ability to oversee and assess clearly documented code and to write up concise documentation for requirements, application design, modifications, application maintenance, and user-operations manuals; ability to communicate effectively with staff, managers, and customers.

PROCEDURE FOR APPLICATION:

To apply for this position online go to [MSDE Jobs on JobAps](#) (or complete an MSDE Application on [marylandpublicschools.org](#)). On-line applications (and resumes) are the preferred method for receiving your application/attachments. Using this method will allow applicants to access their documents for future recruitments for which they apply and verify that the appropriate documents (resume-credentials) have been attached to the recruitment that requires them. Applicants must include their resume and provide sufficient information on the application to document that they satisfy the minimum qualifications for this recruitment. Please do not put "See Resume" in the job duties section of your application; your application will not be considered.

If you utilize fax or regular mail as the option to submit required attachments, you will need to resubmit these documents each time you apply for a new position that requires the attachments. Additionally, you must include the following information on each page of the attachment you submit in order to ensure that we append the attachments to the correct recruitment: First and Last Name, Recruitment Number, and the last 4 digits of your SS#. And indicate the application is for: Information Technology Systems Manager - IT Assistant Director I, #070759 (JobAps # 19-004490-0004); Mailing Address: Maryland State Department of Education, Office of Human Resources, 200 West Baltimore Street, Baltimore, Maryland 21201. Fax: 410-333-8950; This fax number is for Department of Education recruitment actions only.

If you have difficulty with your user account or have general questions about this online application system, please contact the MD Department of Budget and Management, Recruitment and Examination Division at 410-767-4850. For inquiries or an MSDE Application, contact 410-767-0019 or TTY/TDD 410-333-3045 or visit our website at <http://www.marylandpublicschools.org/>.

Appropriate accommodations for individuals with disabilities are available upon request.

CONDITIONS OF EMPLOYMENT:

Proof of eligibility to work in compliance with the Immigration Reform and Control Act and *travel throughout the State are required*. Any misrepresentation of academic or experience requirements for this position may result in non-selection or termination of employment.

CLOSING DATE:

For immediate consideration, applications should be received by **April 19, 2019** - Open Until Filled.