

Technology Administrator

Seeking a highly competent, motivated, dedicated and fully engaged individual to accept a leadership role in the information technology field with the City of Cayce. The ideal applicant will have an organized and creative mindset that drives him or her to find innovation solutions to common problems and advise the executive team on the best ways to move forward with effectiveness and efficiency in mind.

Responsibilities would include, but not be limited to:

- Effectively and efficiently delivering technology services to all 200+ employees of the City of Cayce.
- Designing and customizing technological systems and platforms to improve the City of Cayce's customer experience.
- Working in a consultative fashion with other department heads as an advisor of technologies that may improve their efficiency and effectiveness.
- Liaising between all parties to understand requirements and how best to meet them.
- Managing and overseeing all stages of the technology development lifecycle for new projects
- Maintaining existing programs, seeing that necessary updates are made.
- Leading innovative and proactive technology service delivery process improvements. Soliciting feedback, evaluating operational results and initiating changes as required to ensure a strategic customer focused approach to technology services and implementation.
- Staying up to date on security risks and ensuring and maintaining the City's technology security.
- Participating in policy and decision making regarding resource allocation and future technology directions.
- Advising and coordinating on all projects related to evaluation, selection, implementation and maintenance of technology, ensuring appropriate investment in strategic and operational systems.
- Monitoring changes or advancements in technology to discover ways the City can operate more effectively and efficiently, while providing the highest quality services to the City's customers.
- Serving as project manager and point of contact for a wide array of technology projects, including the City website designs and updates, as well as maintaining an accurate inventory and location database of City technology-related equipment.
- Ensuring that information systems operate according to internal standards, external standards, accrediting agency standards and legal requirements.
- Maintaining a city wide recovery plan to ensure timely and effective restoration of technology services in the event of a disaster.
- Coordinates and periodically assists the officer responsible for information technology oversight in the Public Safety department.

Qualifications and Requirements:

- Minimum of 5 years' experience in leadership or management in an IT setting.
- Bachelor's degree in Computer Science or related field required, master's degree is a plus.
- Excellent project management, communication, public speaking and presentation skills are essential.
- Ability to foresee possible issues and troubleshoot them proactively.