

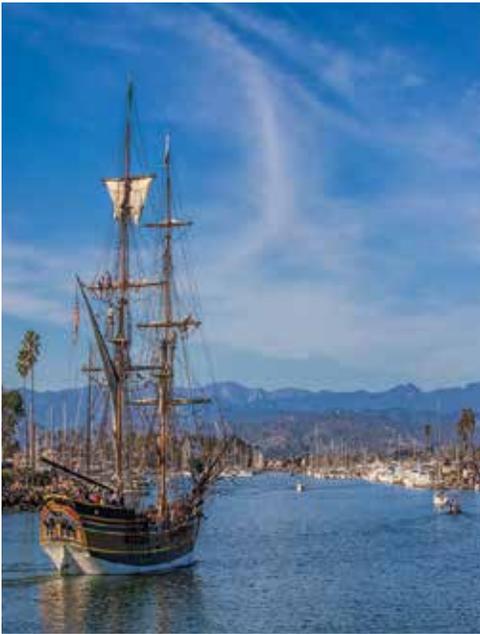


Information Technology Director

CITY OF
OXNARD



CALIFORNIA



THE CITY OF OXNARD

Located on the beautiful Southern California coast, the City of Oxnard is the most populous city in the County of Ventura with almost 210,000 residents. Nestled about 60 miles northwest of Los Angeles and 35 miles south of Santa Barbara, Oxnard prides itself on its rich diversity and culture. Although agriculture remains a major industry, Oxnard enjoys an expanding economy (including a recently announced Amazon fulfillment center) based on a healthy combination of commercial and manufacturing development, tourism, and the U.S. Navy. Oxnard residents enjoy a spirit of community pride with an unsurpassed quality of life enhanced by the charm of this coastal community, the natural environment and solitude of the nearby Los Padres National Forest, and the cultural and educational amenities of a diverse and vibrant urban setting. Local assets include acres of new housing among tree-lined streets, parks and beaches, two thriving military bases, a full-service deep-water port, master planned industrial parks, prime commercial and retail sites, a regional medical center and hospital, and a flourishing public regional university, California State University Channel Islands. In addition, there are golf courses, marinas, and wonderfully landscaped streets. There is a small-town atmosphere in this seaside city where fields of strawberries flourish along many roads, and the Mediterranean climate supports year-round activities ranging from walking on the beach to a concert in the park, or sailing to the Channel Islands. It is an ideal coastal community and an excellent place to raise a family, offering oceanfront recreation, award winning festivals and friendly, safe neighborhoods. Oxnard offers an exceptional quality of life.

CITY GOVERNMENT

Oxnard is a full-service general law city operating under the council-manager form of government. The City Council consists of an elected Mayor holding a four-year term elected at large and six Council members elected from districts for four-year overlapping terms. Also directly elected are the City Clerk and City Treasurer. The City Council appoints the City Manager and City Attorney.

Oxnard has adopted a 2030 General Plan that sets out a vision to guide future development in the City, striking a unique balance between celebrating its agricultural heritage and continuing to accommodate dynamic growth and change.

Oxnard has a current all-funds budget of over \$537.5 million, which includes the General Fund of almost \$140.8 million. The City employs over 1,300 authorized full-time equivalent employees and an additional 200 part-time seasonal and extra-help employees within 13 City departments and City Council.

THE DEPARTMENT

The Information Technology Department (IT) has 30 staff. The department manages and safeguards the City's IT systems and infrastructure. Through continuous innovation, the IT Department supports and promotes better uses of technology, enabling staff to focus on addressing, resolving, and improving challenges facing the City and Community.

THE POSITION

The Information Technology Director leads the department planning, organizing, and supports the various programs, systems, and activities across the City's information technology services. The Director works collaboratively with the City's executive leadership team and IT staff to formulate and implement IT strategic plans citywide and per department; confers with and advises City management on policy development, management issues, resource utilization, and technical issues confronting the City. The Director serves as the primary resource and advisor on the latest information systems technology to all City departments and provides direction to and supervision of the IT Department.

A focus of this position will be to structure and direct resources and staff towards the achievement of clear and cohesive goals and departmental vision. This includes the development of strategic internal and performance measurement initiatives, and the leadership to create a personnel management program that ensures accountability, high performance, and excellent customer service. The City is currently in the process of rolling out a new ERP system. The Director will be instrumental in working





with the ERP core team to successfully deliver this project on time and within budget. The IT Department is also developing the City's fiber network, partnering with the Police and Fire Departments to implement creative technological advances in public safety, and looking for Smart City solutions to improve various other municipal services.

Essential functions include, but are not limited to the following:

- Collaborate with City management to develop an information technology strategy to meet the current and future needs of the City; develop and update annual management plans for citywide strategies and initiatives.
- Lead an IT department that supports the department directors and their teams in leveraging technology and technical resources that advance their efforts to deliver services and programs.
- Set goals; direct the development and implementation of citywide IT policy and procedures concerning the feasibility and utility of software, hardware and telecommunications systems.
- Ensure proposed solutions comply with City policies, practices and strategic direction, including updating policies as necessary.
- Routinely evaluate City needs of systems and services for efficiency and effectiveness. Initiate and implement continuous improvement principles and best practices in the cost-effective allocation of resources and technological developments.
- Direct the preparation and administration of the annual information technology budget; direct the appropriate departmental budgetary controls.
- Establish a systematic program to evaluate user satisfaction through studies and assessment activities; develop new modes of service to meet user needs.
- Prepare a variety of written and oral reports; make presentations to City leadership, City Council, and City departments.
- Supervision of IT Department staff, including conducting annual performance reviews.

THE IDEAL CANDIDATE

The ideal candidate is innovative, strategic, a positive leader, and an administrator with demonstrated and verifiable experience in understanding the complexities of government technology/ infrastructure needs, and is experienced in developing and managing a multi-million dollar budget. In addition, this candidate must be a results-oriented manager and a proven problem solver, have

the ability to emphasize and provide excellent customer service throughout the organization, and possess excellent communication and interpersonal skills to build effective relationships with City leadership, partnering agencies, and other key stakeholders. The successful candidate will possess a commitment to encouraging staff and leadership development, building interdepartmental relations, and creating an open and honest workplace culture where employees can thrive.

Key Characteristics and Attributes:

- A visionary leader with the ability to implement and communicate the values of the Department, the direction for the future, and the collaboration needed with stakeholders to align and pursue the City's goals.
- Possesses innovative and forward-thinking leadership, addressing issues and solving problems resourcefully before they become a crisis; focus on engineering business practices and a management system that anticipates issues to avoid future problems.
- The ability to translate limited resources into organizational value, with an understanding of continuous improvement principles and experience in cost-effective allocation of resources.
- A background in change management effecting positive direction and fostering a culture of teamwork, growth, high performance and cutting-edge creativity.
- Demonstrates value and respect for all employees.
- Performs effectively as a team player. Values the ideas and opinions of others and routinely collects their input as part of the decision-making process.

QUALIFICATIONS

- Bachelor's Degree in computer science, information technology, business/public administration, or a closely related field or a combination of education and experience commensurate with its responsibilities.
- A minimum of five years of current high-level management experience in a comprehensive government/public sector IT department.

COMPENSATION AND BENEFITS

The annual salary range for the Information Technology Director is \$146,689.71 - \$201,698.64.

In addition, the City provides the following competitive benefits package:



APPLICATION AND RECRUITMENT PROCESS

The final filing date is Monday, April 12, 2021.

To be considered, please submit a resume, cover letter and five work-related references (who will **not** be contacted in the early stages of recruitment) to: <https://www.cps hr.us/recruitment/1763>

Resumes should reflect years **and** months of positions held, as well as size of past organization(s).

For additional information, please contact:



Frank Rojas
CPS HR Consulting
Phone (916) 471-3111
Email frojas@cps hr.us

Resumes will be screened based on the criteria outlined in this brochure. Candidates with the most relevant qualifications will be given preliminary interviews by the consultant. CPS HR Consulting will report the results to the City. The City will then select candidates to participate in City interviews. Extensive reference and background checks will be completed on the selected candidate.

- Retirement benefits through the California Public Employees' Retirement System (CalPERS). "Classic" members are covered under the 2% at age 55 formula and "New" members are covered by the 2% at age 62 formula. Classic and New members are required to pay 7% towards the employee contribution. The City does not participate in Social Security
- Paid Administrative Leave of 80 hours per fiscal year
- The City provides \$864.34 in cafeteria dollars monthly towards the total premium for medical insurance for you and eligible dependents
- The City contributes \$66.80 monthly towards dental insurance
- Auto allowance of \$161.54 per pay period
- A life insurance policy in an amount equal to one times the annual salary, plus \$5,000
- The City provides a long-term disability coverage plan
- Paid Annual Leave which accrues at the rate of 6.24 hours biweekly or 162.24 hours annually for employees with less than five years of service
- The City operates on a 9/80 schedule with every other Friday off
- Twelve (12) paid holidays per year
- Paid Bereavement Leave
- A Wellness Program that provides up to \$500 per fiscal year for eligible expenses
- A Flexible Spending Plan
- The City contributes 3% of salary to a 401(a) deferred compensation plan (no employee match requirement)



Equal Opportunity

The City of Oxnard is an Equal Opportunity Employer and welcomes applications from all qualified applicants. We do not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, medical condition, disability or sexual orientation.

