

# MICHIGAN SENATE

## SENATE INFORMATION SYSTEMS

### POSITION POSTING

#### DEPUTY INFORMATION TECHNOLOGY MANAGER (APPLICATION DEVELOPMENT MANAGER)

#### SUMMARY

Under the direction of the Director of the Senate Business Office and supervised by the Director of Senate Information Services (SIS), the Deputy IT Manager is responsible for coordinating, planning, and overseeing computer-related activities at the Senate. The Deputy IT Manager assists the Director of SIS in determining the technology needs of the Michigan Senate and is responsible for implementing computer systems to fulfill the Senate's information systems requirements. The Deputy IT Manager helps develop security procedures and leads special projects including the coordination of efforts between SIS, partisan offices, and nonpartisan departments. The Deputy IT Manager manages a small team of System Development and IT Specialist personnel. The Deputy IT Manager is expected to be knowledgeable in all areas of SIS operations and to make recommendations for new technologies and methods to improve service and efficiencies within the organization.

#### ESSENTIAL JOB FUNCTIONS

- Strategizes with the Director of SIS and coordinates with SIS departmental supervisors to lead the SIS department; meets goals and objectives of the Senate in conjunction with the Director of SIS
- Supervises a small team of System Development and IT Specialist personnel; mentors, provides feedback, and oversees prioritization of workflow; ensures deadlines are being met, work product is valuable, and service level is high
- Oversees system developers who are tasked with writing code and unit tests; ensures product architecture and implementation is maintainable and extendable to accommodate future development; champions user-centered design approaches to development
- Manages IT Specialist staff as they pursue a variety of tasks for the department; ensures staff adhere to Senate customer service policies
- Coordinates with SIS departmental supervisors, Daily Operations Coordinator and Information Center Coordinator to provide recommendations to the Director of SIS regarding department-wide initiatives
- Effectively develops and uses a systematic approach to analyze and solve problems; acts proactively to anticipate risks and mitigate them before they occur; visualizes the big picture and effectively identifies key issues; designs harmonious and effective solutions using existing and new technology architecture
- Participates in the evaluation, testing, and recommendation of new software packages and computer hardware configurations being evaluated by the Senate
- Prepares project budgets, assesses technical skill levels and resources needed on projects, provides support and direction for resolving technical or organizational issues, arranges group discussions, advises team members on technical and support issues, and resolves scheduling conflicts within the group as needed
- Evaluates internal requests to purchase computer-related equipment and software to ensure compatibility with existing technology directions deployed and meeting the required needs of the office
- Assists with maintenance and contract negotiations
- Oversees and enhances development processes to improve product quality; recommends network products, technologies, and operating methods to the Director of SIS
- Develops metrics to monitor software development and quality assurance
- Develops and implements IT policies and best practice guides for the Senate in conjunction with the Director of SIS

## **SECONDARY DUTIES AND RESPONSIBILITIES**

- Coordinates with the Information Center Coordinator to design training programs and workshops for staff  
Collaborates with the Director of SIS and the Daily Operations Coordinator to plan projects concerning major changes to Senate computing infrastructure, including the implementation and coordination of activities to minimize interruptions to network users; helps coordinate the oversight of installation, configuration, and upgrade of personal computer operating system and application software
- Understands and assists with the network file server backup routines, including recovering lost data, as requested, from system backup procedures
- Understands and helps identify network problems using analyzers, performance monitors, and other network tools for resolving or recommending alternatives for correcting problems
- Performs network administration duties including, adding, deleting, and maintaining network users lists and system access rights; adding, deleting, and maintaining electronic mail user access; and creating, deleting, and modifying user logon-scripts
- Works with network team and outside security consultants to research and consider computer network security issues, including advising technical staff and the Director of SIS on appropriate products and actions to maintain a safe, secure computing system while allowing the required access to information services

## **EDUCATION / EXPERIENCE**

- Bachelor's Degree in Information Technology or a related field required
- Three years of supervisory experience required; experience managing small teams of developers preferred
- Strong software design skills required
- Other combinations of education and experience evaluated on an individual basis

## **SKILLS AND KNOWLEDGE REQUIRED**

- Knowledge of the principles and techniques of management, including organization, planning, staffing, training, budgeting, and reporting
- Ability to instruct, direct, and evaluate employees
- Knowledge of Local Area Network support, and IP; other network operating systems supported for different business applications: Linux and Microsoft Server
- Knowledge of network topology switched Ethernet
- Knowledge of workstation operating system support consisting of Office 365 desktop and Office 365 online

This job description is not intended as a comprehensive list of all of the duties required of this position. Additional duties may be assigned from time to time, and the listed duties are subject to change at any time, with or without notice.

**STATUS:** Salaried, with a standard benefit package

**ANNUAL SALARY:** \$90,000 - \$110,000, based on experience

**GOVERNING CAUCUS:** Nonpartisan

This is a non-civil service, at-will position.

**Interested applicants, please submit a cover letter and resume  
by 5:00 pm, Wednesday August 12 to:**

PO Box 30036  
Lansing, MI 48909

Email: [resume@senate.michigan.gov](mailto:resume@senate.michigan.gov)

The Michigan Senate considers applicants for all positions without regard to race, color, religion, creed, gender, national origin, age, height, weight, disability, marital status, or any other legally protected status. If you are a person with a qualified disability, you may request any needed reasonable accommodation to participate in the application, testing, and/or interview process by contacting the Senate ADA Coordinator at 517-373-1675.