



COMMONWEALTH OF PENNSYLVANIA

TREASURY DEPARTMENT

Job Posting – IT Manager I

The Pennsylvania Treasury Department is looking for a dedicated individual who is interested in a rewarding career in government service, where you serve others and the greater public good every day. As an Information Technology Manager, you will provide management and leadership of the development and support team responsible for an application portfolio at Treasury and direct an information technology organization or information technology functions with diverse information technology resources and operating and business requirements.

TREASURY DEPARTMENT OVERVIEW

The Pennsylvania Treasury Department is an independently elected office of state government led by the State Treasurer who serves as the department's chief executive and as one of the largest state treasuries in the United States, it employs over 300 people and serves as custodian of more than \$150 Billion. As Pennsylvania's bank, Treasury plays a critical role in state government operations and acts as the custodian, investor, and disbursing officer of the funds of nearly all state agencies. Treasury also offers a wide range of programs and services to Pennsylvania families, such as helping to make college possible with the PA 529 College and Career Savings Programs; returning abandoned and unclaimed property to its rightful owner or heir; offering individuals a tax-free way to save for disability-related expenses with the PA ABLE Savings Program and providing a head start to education savings with the Keystone Scholars Program.

DESCRIPTION OF WORK

- Work is differentiated from lower-level information technology administrators based on the size and complexity of the information technology resources managed and the direct supervisory and managerial responsibilities over Information Technology Generalist Administrators 2, Applications Developer Administrators, Network Administrators 2, Database Administrators 2, Data Administrators 2, or Information Security Specialists 3.
- Work is characterized by managerial responsibilities over multiple units engaged in one or more significant organization-wide information technology functions such as applications development, technical services, network administration, data or database management, information technology security or information technology policy and planning.
- A significant aspect of the work involves planning, organizing, and directing information technology personnel and resources in support of the organization's programs; selecting, developing, and utilizing management and support staff to maintain operational efficiency; and providing direction in the operation and maintenance of an organization's information technology resources.
- This work may also include managing budgetary activities, formulating information technology objectives and strategic plans, directing planning and developmental activities, assessing hardware and software products, negotiating and managing vendor contracts and coordinating information technology resource acquisition.

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- Work also includes advising agency executives and program directors on capabilities and limitations of available information technology and providing expertise and leadership in high impact organization-wide initiatives.
- Work is performed independently using initiative and judgment in managing the information technology resources.
- Work is reviewed for effectiveness through periodic reports, conferences, and achievement of organizational objectives by the Information Technology Director.

ESSENTIAL FUNCTIONS, SKILLS, AND ABILITIES:

- Plans, organizes, and directs the analysis, design, development, implementation, and operation of information technology resources in support of organization needs.
- Directs and manages the development, maintenance, evaluation and execution of the organization's strategic information technology plan.
- Advises and recommends information technology and management strategies and serves as the organization's internal and external contact with respect to information technology.
- Develops and administers information technology policies, guidelines, and hardware/software standards; organization-wide architectures; and establishes priorities for systems development.
- Consults with executives and program managers to determine information systems priorities and requirements and develops data processing objectives to meet user needs
- Serves as project manager for organization-wide systems development efforts and directs and supports multiple information systems development project teams.
- Directs and administers fiscal resources to provide the organization with responsive systems consistent with objectives and funding levels.
- Directs the establishment of priorities for high impact information technology initiatives and projects, develops cost estimates, determines staffing requirements, develops work plans and timelines, monitors project status and oversees implementation.
- Directs the development of policies and procedures regarding the organization's information technology infrastructure consistent with Commonwealth standards.
- Directs consultation with users to discuss software and hardware needs, to assess existing hardware and software, and directs surveys of proposed modifications to support the overall departmental information technology infrastructure.
- Directs the preparation of specifications for the acquisition of hardware, software, and services and oversees the contractor's work to ensure compliance with contract specifications.
- Directs the review of new or expanded information systems, design concepts, specifications, plans, contracts, and other documents related to information technology resources.
- Directs and coordinates information technology technical support, security, planning, disaster recovery, contracted services, acquisition, implementation, maintenance, training, and operational functions for the organization.

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- Research new technologies for enhancement to the organization's information technology infrastructure.
- Monitors overall operational efficiency and initiates projects to improve performance.
- Directs all information technology support services provided by contracted vendors, maintains coordination, and performs quality assurance measures.
- Provides consultative guidance and direction to management on the utilization and capabilities of the organization's information technology resources.
- Prepares progress reports to inform management of project development and deviations from objectives and consults with specialist or technical personnel to solve difficult problems.
- Directs the resolution of information technology issues and problems.
- Maintains currency with technology to make recommendations to management on the technological direction of the organization's network infrastructure.
- Performs the full range of supervisory functions.
- Employees in this job may participate in the performance of subordinates' work consistent with operational or organizational requirements.
- Performs related work as required.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Excellent verbal and written communication skills.
- Strong organization skills and ability to prioritize and re-prioritize as needed to make deadlines.
- Project Management, change management, communications, and risk management skills.
- PeopleSoft HCM, NA Payroll, Absence Management, OnBase, .Net, Agile, Lean, Scrum, Cybersecurity, and web development familiarity.

MINIMUM EXPERIENCE AND TRAINING

One year as an Information Technology Generalist Administrator 2, Database Administrator 2, Data Administrator 2, Applications Developer Administrator, Network Administrator 2, or Information Security Specialist 3; or

Three years of technical information technology experience including two years of administrative information technology work, and a bachelor's degree; or

An equivalent combination of experience and training including two years of administrative information technology work.

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WORK SCHEDULE AND ADDITIONAL INFORMATION

Full-time employment: 37.5 hours

Work hours: 8:30AM-5:00PM

Pay Range Starts at \$89,311- Salary will be commensurate with experience.

Class Code: T1546

Location: This position is headquartered in Harrisburg. You will have the opportunity to work from home (telework) up to 2 days a week. Management may discontinue the telework arrangement at any time, for any reason. In order to telework, you must have a securely configured high-speed internet connection. You will be required to report to the headquarters office in Harrisburg when needed. If you are unable to telework, you will report daily to the headquarters office in Harrisburg.

In addition to the base salary, Treasury offers an attractive benefits package. Benefits include multiple medical plan options; supplemental benefits including prescription, dental and vision insurance plans; retirement plan; optional deferred compensation plan; group life insurance; voluntary insurance programs; and paid leave benefits including vacation, sick and parental.

A perpetual institution, Treasury is proud to engender and facilitate an environment that fosters the personal development, intellectual enrichment, and professional advancement of its employees. Treasury is also committed to creating a diverse and inclusive environment and is an equal opportunity employer. All qualified applicants will receive due consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

CONTACT INFORMATION

For immediate consideration, please submit a resume by August 19, 2022, to: Pennsylvania Treasury Department at hr@patreasury.gov. Questions may be directed to Human Resources at 717-787-5979.

For more information about Treasury, visit www.patreasury.gov.

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