



Posted: June 2019

THREE VALLEYS MUNICIPAL WATER DISTRICT

Information Technology Manager **\$108,512 - \$173,620/annually (DOQ)**

Closing date – Monday, July 1, 2019

Applications Accepted will be Limited to the First 50 Received

ABOUT THE DISTRICT: Three Valleys (the District) is a government agency that was formed by a vote of the people in 1950. It is one of the 26 member agencies of the Metropolitan Water District of Southern California (MWD) that is authorized to deliver wholesale water supplies from the Colorado River and northern California. The District gets its name from the three areas that it serves: the Pomona, Walnut and East San Gabriel Valleys. There are 14 cities and water agencies that are within the District's service area, which covers an area of 133 square miles and a population of 525,000. The District's annual budget is about \$64 million, with most of the total involved in the purchase and sale of water. A publicly elected, seven-member Board of Directors presides over the District.

ABOUT THE POSITION: The Information Technology Manager will multitask in performing a variety of responsible duties for administering and evaluating the effectiveness of the information technology services to ensure conformance with policies, standards, and statutes. The position will work a weekly 4-10 schedule with Friday/Saturday/Sunday as the normal off days. Periodic OT may be required. This is a FLSA non-exempt position, subject to an introductory period of one year. The position reports to the Chief Administrative Officer.

THE IDEAL INFORMATION TECHNOLOGY MANAGER: The ideal candidate will enjoy working in a smaller environment with a supportive and professional team of coworkers. They will be self-initiated, self-reliant, and possess broad skills in the field of information technology networks, operating systems, security, applications and websites. They will readily take ownership of assignments, have a sense of humor, be dedicated to their chosen field and be willing to do whatever it takes to get a job done. They will show respect for all business contacts, even those with differing views and abilities. They must enjoy the excitement of working with multiple tasks and show good judgment in prioritizing assignments.

TYPICAL DUTIES: Performs a variety of highly responsible, professional and complex technological assignments for the district, including administration of I.T. programs & services, integration of computer hardware, operating systems, software applications, databases and the overall computer infrastructure. Serves as the security administrator, completes needs assessments; manages, designs, configures and supports networking systems. See Information Technology Manager job description for a more detailed list of duties.

POSITION QUALIFICATIONS AND REQUIREMENTS: Requires five years of increasingly responsible information technology experience, preferably in a special district, government or public agency. Bachelor's degree in Computer Science, Information Systems or a related field is required; must have a valid California Class "C" driver's license. MCSE, CCDA, CCNA, GIS or equivalent certs is required.

DISTRICT BENEFITS: Three Valleys offers an excellent benefits package, including PERS 2% @62 retirement (2% @55 for PERS Classic employees), medical (90%-100% District-paid premiums for employee/dependents), dental and vision (100% paid premiums), medical reimbursement, life insurance, 96 hours of sick leave per year, 80 hours of vacation leave per year, 12 annual paid holidays. A 457-matching retirement plan, flexible spending plan, AFLAC supplemental insurance, tuition reimbursement plan, computer loan program and credit union services are also offered for voluntary participation.

Filing Procedure and Deadline: *Applicants may obtain an application packet by visiting our website at www.threevalleys.com or calling 909-621-5568.* Application may be submitted in person, by sending to: Three Valleys MWD, Attn: Kirk Howie, 1021 E. Miramar Ave, Claremont, CA 91711 or via email to: khowie@tvmwd.com. A completed District application must be submitted in order to receive consideration. **Applications must be received by 5:00pm on Monday, July 1, 2019.**

NOTE: The information contained in this job announcement is in abbreviated form. This is NOT an offer of employment and is NOT a complete list of the terms and conditions which affect District employment. Persons selected for employment will be required to pass a medical examination. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.



Three Valleys Municipal Water District Job Classification

Title: Information Technology Manager

Status: Exempt

Annual Salary Range: \$108,512 - \$173,620

This position will be responsible for planning, administering, and evaluating the effectiveness of District information technology services to ensure conformance with District policies, standards, and statutes; administers District's networks, operating systems, security, applications and websites.

Supervision Received

- Receives supervision from and reports to the Chief Administrative Officer.

Essential Functions

- Plans, coordinates, manages, and administers Information Technology programs and services.
- Serves as Systems Administrator to ensure the proper integration of computer hardware, operating systems, and software applications, and monitors performance.
- Functions as Network Administrator to monitor workstations, mobile technology, network devices, and computer infrastructure.
- Acts as Security Administrator by setting up and activating access control systems, email and exchange directories, and other user protocols.
- Manages software applications projects and upgrades utilizing District staff and consultants and installation, testing, and enhancements; prepares cost estimates, reviews specifications, and completes needs assessments.
- Manages, designs, configures, and supports networking systems, including user networking devices and communications systems; supports end user networking equipment and access controls, IE switches, firewalls, routers MiFIs, cabling, and cellular devices.
- Functions as Database Systems Administrator by investigating and supporting users for a variety of specialized data base research and reports using SQL, SCADA, and other applications.
- Prepares and updates information technology plan and resources to meet operational performance standards, and to improve the capacity of business and enterprise applications, including geo-based utilities.
- Plans, coordinates, and manages Information Technology contract services, including networks, operating systems, servers, and software applications.

- Manages District’s information security programs, and trouble-shoots and maintains networks, systems, user access, and cyber security and threat detection processes and protocols.
- Advises managers and supervisors in identifying and resolving hardware and software problems as well as mobile and electronic devices and telecommunications networks.
- Administers District software and hardware registration, licensing, and renewals.
- Plans, tests, and implements software application and database projects and upgrades based on user needs and specifications; administers enterprise and geographic information systems applications and upgrades.
- Manages user security and confidentiality to protect access and privacy; ensures current licenses and vendor and service agreements are in effect.
- Evaluates and recommends equipment and software for enhancement purposes; develops RFQs and RFPs, and requests bids, and participates in the evaluation of submitted proposals.
- Works with vendors and consultants to coordinate projects and meet service needs.
- Performs other related duties as required.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the background, knowledge, skill or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of: Information Technology systems, networks, servers, enterprise and GIS applications, data base uses and administration, and telecommunications, including maintenance, support, and troubleshooting and security practices; information systems planning practices and user requirements; writing and proper English language rules; Microsoft, Oracle, and other operating system platforms.

Ability to: Plan, develop, and evaluate information technology policies, programs, and practices; code and test applications to meet user requirements; analyze complex information technology issues, identify solutions, and initiate appropriate changes; prepare and present reports and recommendations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with users, management, vendors, the general public, and others; evaluate and develop improvements in operations, procedures, policies, or methods; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in managing assignments; comply with District policies and risk management requirements.

Education And Experience

The Information Technology Manager will possess a combination of education and experience equivalent to:

- Minimum of five (5) years of responsible information technology experience is required, preferably including work in local government and with water districts and involving information technology upgrades and enterprise applications.
- Bachelor's degree in Computer Science, Information Systems, or a related field.

Physical Demands And Working Conditions

Requires ability to receive, understand, and act upon verbal and written communication from others, and to communicate to others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. The work may occasionally lift supplies and computer hardware weighing up to 50 pounds.

Must be able to participate in job-related activities at times other than normal business hours, (i.e., evenings and weekends and at various locations).

Certificates, Licenses and Registrations

- MCSE, CCDA, CCNA, GIS, and/or equivalent technical certification is required based on District operating systems and applications. The employee is expected to be on-call to respond to major information system service needs.
- Must have and maintain a current Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.



TVMWD Benefits Summary – 2019

Current Benefits as of January 1, 2019:

- PERS Retirement – 2%@62 formula. (2%@55 for “Classic”) Employee pays 7%. The District does not participate in social security, but does participate in Medicare.
- 457 deferred compensation plans – Matching funds available up to \$400 per month (\$4,800/year) based on employee participation
- Medical – Anthem/Blue Cross PPO, High Deductible PPO, HMO and Kaiser plans available through ACWA. Employees pay 0-10% of medical premiums for individual/couple/family.
- Medical Retirement – Available to retirees based on age and years of District service of up to \$600/month.
- Dental – Delta Dental plan available through ACWA. Premiums 100% paid by the District.
- Vision – Vision Service Plan (VSP) available through ACWA. Premiums 100% paid by the District.
- Health Reimbursement Plan – District pays \$1,000 annually for out-of-pocket medical related expenses not covered by insurance plan. May also be used to offset medical premiums, dental and vision costs.
- Health Savings Account – District pays up to \$800/annually for employees in the High Deductible PPO plan. Helps offset additional out of pocket medical costs.
- Flexible Spending Account (FSA) program available for voluntary participation.
- STD/LTD – District-paid disability coverage through Reliance.
- SDI – District-paid Short-term State Disability Insurance.
- Life Insurance – District-paid policy equal twice the annual salary up to a maximum of \$200k. Additional supplemental coverage available through ACWA.
- AFLAC – Optional coverage available
- Holidays – 12 days per year – all employees
- Sick – 96 hours per year – non-exempt/supervisory employees
- Vacation – 80 to 160 hours per year, depending on years of service – non-exempt/supervisory employees.
- Administrative Leave – supervisory employees only – 5 days per year.
- Universal Leave – executive management employees only – 232 to 352 hours per year, depending on years of service
- Credit Union – Membership available with First Financial Credit Union.
- Tuition Reimbursement – Up to \$3,000 per year for qualifying education programs.
- Technology Loan Program – Maximum \$3,500 no interest loan for up to 5 years.
- Jury Duty coverage; maximum one event within a 24-month period, 10 days max.

ACWA=Association of California Water Agencies

PERS=Public Employees’ Retirement System



APPLICATION FOR EMPLOYMENT

We consider applicants for all positions without regard to race, color, religion, sex, national origin, age, marital or veteran status, the presence of a non-job-related medical condition or disability, or any other legally protected status.

(PLEASE PRINT)

Position(s) Applied For		Date of Application	
How did you learn about us?			
<input type="checkbox"/> Employment Agency	<input type="checkbox"/> School (Name: _____)		
<input type="checkbox"/> Advertisement (Where: _____)	<input type="checkbox"/> Walk-in		
<input type="checkbox"/> Friend (Name: _____)	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Relative (Name: _____)	_____		

Last Name		First Name		Middle Name	
Address (Number and Street)		Apt/Unit #	City	State	Zip Code
Telephone # (Home)	Telephone # (Cell)		E-Mail Address		

If you are under 18 years of age, can you provide required proof of your eligibility to work? Yes No

Can you, after employment, submit verification of your right to work in the U.S.? Yes No
Proof of citizenship or immigration status will be required upon an offer employment.

Are you currently employed? Yes No

May we contact your present employer? Yes No

Are you currently on "lay-off" status and subject to recall? Yes No

Have you ever filed an application with us before? If yes, give date: _____ Yes No

Have you ever been employed with us before? If yes, give date: _____ Yes No

Can you travel if a job requires it? Yes No

Are you available to work: Full Time Part Time Shift Work Temp
Check all that apply.

On what date would you be available to work? Date: _____

Employment Experience

Please provide your employment history in the space below (most recent employment first). If you need additional space, please continue on a separate sheet of paper.

You may exclude listing any memberships that would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status:

Employer		Dates Employed (MM/YYYY) From	Work Performed
Address			
Telephone Number(s)			
Your Job Title	Supervisor		
Reason for Leaving			

Employer		Dates Employed (MM/YYYY) From	Work Performed
Address			
Telephone Number(s)			
Your Job Title	Supervisor		
Reason for Leaving			

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Reason for Leaving			

Employer		Dates Employed (MM/YYYY) From	Work Performed
Address			
Telephone Number(s)			
Your Job Title	Supervisor		
Reason for Leaving			

Special Skills and Qualifications:

Summarize special job-related skills and qualifications acquired from employment or other experience.

Education

Years Completed	High School				Undergraduate College/University				Graduate/Professional Trade School			
	9	10	11	12	1	2	3	4	1	2	3	4
School Name												
Location (City, State)												
Course of Study												
Diploma/Degree												

Describe any specialized training, apprenticeship(s), skills and extra-curricular activities:

Describe any honors you have received:

List professional, trade, business or civic activities and offices held:

You may exclude memberships which would reveal sex, race, religion, national origin, age, ancestry, disability or other protected status

List any foreign languages you can speak, read and/or write:

State any additional information you feel may be helpful to us in considering your application:

Have you ever had any job-related training in the United States military?

Yes

No

If yes, please describe: _____

Do you have any physical condition or handicap which may limit your ability to perform the job for which you have applied?

Yes

No

If yes, what can be done to accommodate your limitation? _____

References

Give name, address and telephone number of three references who are not related to you and are not previous employers.

Name	Address	Telephone #

Applicant's Statement

READ THIS STATEMENT BEFORE SIGNING BELOW

I certify that the answers and responses given on this application are true and complete to the best of my knowledge. I have not knowingly withheld any information requested or not requested, which, if disclosed, might affect my application unfavorably. I understand that false or misleading statements on this application, or omissions, may result in me being discharged whenever they may be discovered.

I authorize investigation of all statements, answers and responses I have made on this application and will cooperate with you in obtaining information from previous employers about my qualifications for the job(s) for which I am applying. I agree to hold my former employers and other persons harmless on account of furnishing or verifying information related to this job application.

I also agree that you may give information about me to future employers who may inquire about my work record and experience with you. Such information would include a transcript of my personnel record, information as to my ability and job performance and the cause of my leaving your employment. I release you from any and all liability for damages related in any way to your furnishing such information.

I understand this application is not, and is not intended to be a contract of employment. This application is not an offer of employment and is not a complete list of the terms and conditions that affect employment with TVMWD. Persons selected for employment will be required to pass a physical examination, which may include drug screening. They will also be required to present documents establishing personal identity and the legal right to work in the United States. Employment is contingent upon the successful completion of this process.

If I am offered and accept a job with you, and unless we otherwise agree in writing, I understand that my employment status will be that of an "introductory" employee and may be terminated by either of us with or without cause for a period of twelve months, after which time I will have the opportunity to be classified as a "regular" employee of TVMWD. I further agree that, if employed by you, I will be required to abide by all your rules and regulations regarding employment, whether written or oral, as they may now exist or as you may change them at any time in the future. I also understand that only an authorized agent of the Board of Directors of Three Valleys Municipal Water District has the authority to make an agreement with me fixing the period of my employment for a specified period of time, and then only if such agreement is in writing and signed by the person(s) with such authority.

Signature of Applicant

Date