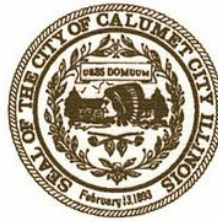


# CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT



**Thaddeus M. Jones**  
*Mayor, City of Calumet City*

**Deston Dorchack**  
*Personnel Director*

**Deanne Jaffrey**  
*Chief of Staff & City Administrator*

## OPEN POSITION IT SYSTEMS MANAGER

### JOB SUMMARY

This position requires a creative, forward-thinking, and organized IT professional. The IT Systems Manager improves and maintains essential IT operations, including operating systems, networks, security tools, applications, servers, email systems, laptops, desktops, software, and hardware; maintains accounts; assists with IT related issues/ problems within various departments; provides all necessary support; collaborates with other department heads to build a robust content plan and analyze data to inform strategic recommendations; coordinates and plans upgrades; resolves open support tickets; provides technical support for end users; works collaboratively with other staff, vendors, or residents to diagnose system issues and recommend solutions; recommends and implements policies for computer management and operations; reviews City policies and procedures and participates in the decision-making process relative to computerization efforts and automated solutions to business problems. This role will work closely with department heads as well as team members across all departments of the City. The IT Manager will lead a team of IT professionals with various skill sets to help develop policies, procedures, and protocols to assure proper documentation, communication and control of strategic guidelines for the use of office automation technology; ensure training is provided to employees in the use of new or updated software programs or in-house developed applications for personal computers; defines requirements and coordinates with service vendors to maintain personal computer hardware and maximize PC availability to City personnel; recommends hardware specifications, budget requirements, capital investments, and employee resources necessary for users; performs assessments of current computer environments and makes recommendations for improvements of existing systems; develops technical specifications for proposals of new information software systems and hardware acquisitions; provides management oversight for automated information services to ensure compliance with software licensure and copyright policies; as well as all other duties assigned by the Mayor or Chief of Staff.

### APPLICANT QUALIFICATIONS

- Must be dependable, highly communicative (verbal and written)
- Excellent communication skills
- Advanced continuing education certifications are desirable (e.g., software languages, applications, tools, database management systems, operating systems, etc.)
- Experience in LAN/WAN connectivity and system installation, maintenance, and repair

204 Pulaski Road, Calumet City, IL 60409  
Office: (708) 891-8113 Fax: (708) 891-0472  
ddorchack@calumetcity.org

# CALUMET CITY PERSONNEL & PURCHASING DEPARTMENT

- Windows Administration, UNIX exposure, Oracle & SQL Server knowledge.
- Hands on experience in content management
- Keen attention to detail and highly organized
- Ability to operate in a fast paced, environment where you will collaborate, yet independently manage and maintain multiple projects simultaneously
- Three years' experience in a municipal setting preferred
- Must be efficient with various operating systems and software
- Bachelor's Degree in Computer Science, Computer Engineering or related discipline
- Must have U.S. citizenship with valid driver's license

Anyone interested in the posting, please contact **Deston Dorchack** at [ddorchack@calumetcity.org](mailto:ddorchack@calumetcity.org) or **Deanne Jaffrey** at [djaffrey@calumetcity.org](mailto:djaffrey@calumetcity.org).