



# The Town of Paradise Invites Applications for IT Manager

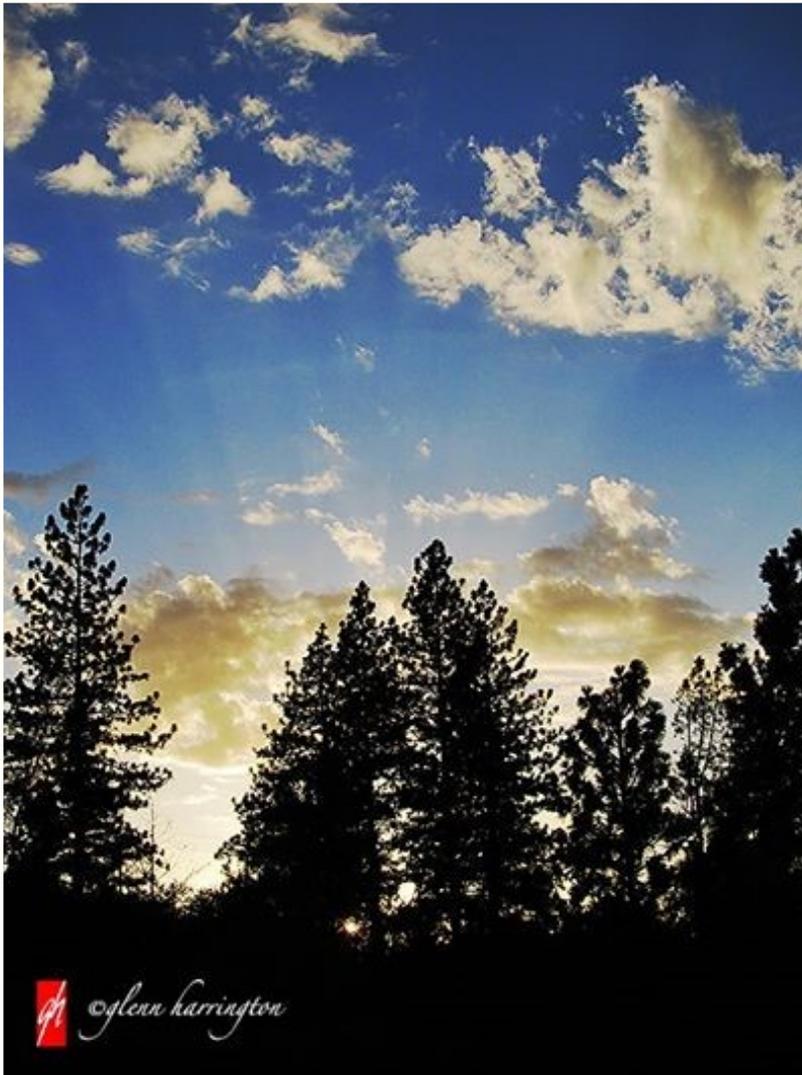
## Information Technology (IT) Manager

The Town of Paradise is seeking qualified applicants who are interested in the opportunity to work as part of a high functioning management team, with a supportive Council and Community. This position offers a comprehensive salary and benefits package, including lifetime retiree medical benefits.

## IT Manager salary range

**\$74,713.60 to \$95,368.00 per year plus full benefits package**

## About the Town of Paradise



The Town of Paradise was incorporated in 1979 as a general law city in Butte County, California. It is governed as a Council/Manager form of municipal government. Paradise is the second largest city in Butte County and is considered one of the safest communities in the area.

The Town of Paradise is situated in the western foothills of the Sierra Nevada Mountains spanning 18 ½ square miles. The Town's population is approximately 26,000 with another 20,000 living in the adjacent unincorporated areas. Located about 90 miles north of Sacramento and 7 miles east of Chico; Paradise offers a scenic and semi-rural lifestyle surrounded by picturesque canyons, beautiful mountains, streams and tall pines. Paradise is known for its four distinct seasons.

Paradise offers its residents a rare combination of advantages such as great natural beauty, charm and affordable homes. Recreational opportunities are plentiful within this beautiful Town and nearby locations, offering outdoor activities such as hiking, camping, fishing, boating, biking and many family friendly activities. Paradise has public, private and charter school systems that provide excellent curriculum for our young residents. For adults, Butte Community College and California State University at Chico are within close proximity.

## About the Position

Under general direction of the Administrative Services Director, to design, manage, supervise, plan, and direct the activities of the Town's information technology systems; to provide highly technical and responsible staff assistance to Town departments, the Town Manager, and Town Council in the areas of information technology systems, their management and organization; perform related work as required. The work requires knowledge of the policies, methods, and procedures of the field of information technology, and supervisory techniques, personnel policies, and procedures.

Evaluates departmental computer software, hardware, network and communication needs and makes recommendations regarding systems and procedures; coordinates installation, use and training on systems; coordinates the integration of new systems into existing systems; reviews, provides training on, and implements hardware and software utilization; documents procedures and systems; diagnoses computer hardware and software malfunctions and makes or arranges for needed repair or replacement; may run cables and install jacks and network cables; develops input forms and report formats; develops and documents back up and system recovery procedures for computer and telecommunications systems; makes necessary program operational and/or documentation changes to correct errors; provides technical expertise in programming and systems analysis to department users; develops and designs databases to meet departmental needs; performs complex analysis including statistical analysis of system data to meet department needs; prepares operations manuals and other system documentation; and prepares other reports as required; Develops cost estimates, human resource requirements, work plans, time schedules, and makes assignments to meet project objectives. Will also perform other duties as assigned. In addition to all duties provides support to the Emergency Operations Center for the Town of Paradise and will be expected to be available during all hours to work at a time of emergency.

## Required Qualifications

**Knowledge of:** Principles and practices of computer hardware and software systems; practices and techniques of desktop and network computer diagnostics and troubleshooting and software use and revision; word processing; spreadsheet, database and teleprocessing system techniques; capabilities, limitations, characteristics and uses of computer and records information systems and related hardware; and local government functions, such as municipal finance, public safety applications; geo base/geographic information systems and Law Enforcement software/systems such as CLETS, CAD, and RMS. Desired experience with networking, virtual environment (VMware), and active directory.

**Ability to:** Analyze computer system requirements and needs, identify problems, provide technical advice and consultation; analyze data to resolve system problems and produce information as needed by departments; monitor system use and provide training at appropriate levels of staff who use computer systems; prepare clear, accurate and concise reports and records; and establish and maintain cooperative working relationships with other Town employees and the public.

**Experience:** Five years experience in governmental or business computer system installation, repair, analysis, design and programming. Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**Education/Certificates:** Graduation from an accredited four year college or university with major course work in computer science or a related field. Additional experience may be substituted for education on a year for year basis.

**Licenses:** Valid Class C California Driver's License in conformance with Town employee driving standards.

## Application procedures

Interested persons meeting minimum qualifications are invited to submit the following:

1. Town of Paradise Application for Employment Form
2. Current DMV Printout (within the last 30 days)
3. Transcripts, College degree or other documentation outlining educational qualifications
4. Resume & Cover Letter

Submit complete packet in a sealed envelope to:  
Town of Paradise Human Resources Dept.  
ATTN: IT Manager Testing  
5555 Skyway, Paradise, CA 95969

## Final filing date

**5:00 pm Monday, November 19, 2018.**

For application form, go to [www.townofparadise.com](http://www.townofparadise.com)

## Selection Procedure

The most qualified candidates will be invited to a testing process. Successful outside candidates will be required to pass an extensive background check.

## Benefits

Benefits provided are pursuant to the Confidential & Mid-Management MOU. Highlights:

- PERS retirement 2%@62 for new member, 2%@60 for classic member T-2
- Retiree Medical Equal to active EE contribution
- Admin Leave 88 hrs/yr.
- Longevity 5%@10yrs, up to 7.5%@15yrs
- Sick Leave 96 hrs/yr.
- Vacation Leave 0-4 years = 120 hrs/yr  
5-9 years = 135 hrs/yr  
10-14 yrs = 176 hrs/yr  
15 & over = 200 hrs/yr
- Holidays 11 days/yr. & 28 hrs Floating
- Medical Plan\* PERS Medical Plan\*\*
- Dental Plan\* MetLife Dental
- Vision Plan\* Superior Plan

\*Some employee costs apply to health plans

\*\*Deferred compensation in lieu of medical is an option

- Short-Term & Long Term Disability Plan
- Life Insurance \$100,000
- Gym Reimbursement \$90 per quarter