



*The Internal Services Department
Invites Resumes For*

**BRANCH MANAGER – COMPUTING SERVICES BRANCH
(Administrative Manager XVI, ISD - Unclassified)**

Restricted to Permanent Employees of the County of Los Angeles



Annual Salary:

***\$135,574 - \$205,202
(MAPP RANGE S16)***

FILING PERIOD

August 4, 2014 – August 27, 2014

Position Overview

The Internal Services Department is seeking qualified candidates to fill the Branch Manager, Computing Services Branch (CSB) position (Administrative Manager XVI, ISD, Unclassified) within the Information Technology Service (ITS). The position reports directly to the General Manager, Information Technology Service and has executive responsibility for directing data center operations, data security, mainframe and midrange computing, private cloud computing, Internet access and web hosting services.

Examples of Duties

Directs, through subordinate managers, the activities of the Computing Services Branch, including data center operations, data security, mainframe and midrange computing, private cloud computing, Internet access and web hosting services.

Directs the daily operations of the CSB, analyzing workflow, establishing priorities, developing standards and setting deadlines.

Assists the General Manager, ITS, in the formulation of proposed policies and procedures for the department, with major responsibility for those involving computing operations and directs the implementation of those policies and procedures.

Assists the General Manager, ITS in the development, implementation and evaluation of the Information Technology strategic objectives to support the County's strategic plan goals of Operational Effectiveness, Fiscal Sustainability, Community Support and Responsiveness and Integrated Service Delivery.

Advises and consults with departmental business units, executive management, vendors and technicians to assess computing needs and system requirements.

Develops computer information resources, providing for data security and control, strategic computing, and disaster recovery.

Evaluates the organization's technology use and needs, and recommends improvements, such as hardware and software upgrades.

Controls operational budget and expenditures, develops financial models to improve financial performance and is responsible for the preparation of the CSB budget.

Establishes and maintains effective working relationships with Board offices, other County departments and governmental agencies.

May act for the General Manager, ITS in his/her absence, including appearing before the Board of Supervisors (BOS).

The Ideal Candidate

The ideal candidate will be someone with proven leadership skills and experience working in a complex, multifaceted and dynamic environment. This individual must demonstrate innovation, integrity and accountability and practice ethical management and sound decision making skills. He or she must have (demonstrate) the ability to influence, motivate, and challenge people (their workforce) to implement strategies, achieve objectives and demonstrate core values.

Qualifying Experience

Three years' recent experience managing large-scale Computing Operations and related technologies (i.e., data center, data security, mainframe and midrange computers, private cloud computing, Internet and web hosting services) – OR – large-scale enterprise-level Information Technology programs or projects at the level of Administrative Manager XIII, ISD* or Senior Information Technology, ISD.**

**At the level of Administrative Manager XIII, ISD is defined as managing a division within a Service of the Internal Services Department, with responsibility for planning, organizing, business development and directing its services and products.*

***At the level of Senior Information Technology Specialist, ISD is defined as providing expert consultative services in specific areas of systems support to executive departmental and customer management, or performing the most complex technical work in a specialized field of information technology.*

LICENSE

A valid California Class C driver license or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

DESIRABLE QUALIFICATIONS

Experience managing, planning, developing, organizing, directing and administering information technology services within a large and complex Information Technology organization.

Demonstrated knowledge of business management principles involved in strategic planning, resource allocation, coordination of personnel and fiscal resources and leadership technique.

Demonstrated and thorough knowledge of current information technology solutions, management and organization principles, as well as budget and personnel administration.

Demonstrated ability to effectively direct a diverse workforce and to work collaboratively and cooperatively with related agencies and personnel.

Demonstrated ability to effectively interact with public officials, executive management, professional/technical personnel and the general public.

Strong customer service and interpersonal skills.

Outstanding verbal and written communication skills.

SELECTION PROCESS

Each candidate's background will be evaluated on the basis of information submitted at the time of application to determine the level and scope of the candidate's preparation for this position. The resume should include any additional information which the candidate wishes to be considered. Only the most qualified candidates will be invited to participate in the interview process.

The names of the most highly qualified candidates will be submitted to the Director, Internal Services Department for final selection.

NOTE: A background investigation will be completed on the candidate selected for this position.

To Be Considered

Highly qualified candidates are invited to submit a statement of interest and a comprehensive resume detailing their demonstrated experience and career accomplishments relevant to this position. Submission should include all of the following:

- Candidate's ability to meet the requirements as stated in the Ideal Candidate, Qualifying Experience, License and Desirable Qualifications sections of this recruitment announcement.
- For organizations and programs managed, the name of each employer, job title, size of organization's budget, number and composition of personnel supervised, scope of management responsibilities, functions managed, dates of employment, and current salary.
- Please submit a resume, cover letter, record of accomplishments, verification of degrees, and current salary information by **no later than Wednesday, August 27, 2014, 5:30pm, via email** to:

Martha Cervantes
Internal Services Department
Human Resources Division
(323) 881-4651
Martha.Cervantes@isd.lacounty.gov

Please indicate the position title of **Branch Manager, Computing Services Branch** in the subject line of your email.

This announcement may be downloaded from the County of Los Angeles of Los Angeles Department of Human Resources' website at <http://hr.lacounty.gov>

Date Posted: August 4, 2014



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IS AN ACTIVE EQUAL OPPORTUNITY EMPLOYER**
