

# The Schenectady Municipal Housing Authority

## Excellent Career Opportunity

### Director of Information Technology

The Schenectady Municipal Housing Authority (SMHA) is seeking to hire a full-time Director of Information Technology. This position is responsible for data protection, performance of technology related functions, analysis, and resolution of technology issues, such as computer hardware, software and user problems, maintenance and modification of existing computer programs and equipment and technical support for users. Job duties include the following:

- Ensures functionality of networks, workstations, operating systems, software applications, and analog and broadband circuits;
- Oversees, installs as needed, updates and monitors service packs, including cabling, switching and email, boiler management software, the key fob system and security cameras;
- Analyzes and resolves a variety of technology related problems, such as hardware, software, office equipment, internet access and voicemail issues;
- Modifies and debugs existing programs; manages and updates the firewall and content manager to protect data integrity; and performs routine maintenance on hardware and software;
- Oversees the development, design and implementation of new applications and changes to existing computer systems and software packages;
- Provides technical orientations to new hires; trains users in the use of the computer system and other technology related equipment, such as the phone system, printers and copy and mail machines; and investigates and resolves user issues;
- Maintains the Authority's information in HUD's Inventory Management System/PIH Information Center, updates unit and development data as necessary, and creates reports as needed;
- Researches and recommends appropriate technology equipment, software, and updates to meet the changing needs of the organization, and provides input and recommendations regarding the development of relevant policies;
- Communicates timely with all staff regarding notification of server or email problems, down time, and availability of the systems once they are again functional;
- Performs purchasing functions for technology equipment and supplies, product research and comparative pricing, and presents options to streamline functions and improve productivity;
- Maintains SMHA's website and updates its content as needed;

#### **MINIMUM QUALIFICATIONS:**

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Computer Science or a related field and two (2) years of experience in computer programming, usage, installation, maintenance, and instruction; OR
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Computer Science or a related field and four (4) years of experience as defined by the limits of (A) above; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**Compensation and Benefits:** Starting salary is commensurate with experience. Full benefit package including health insurance, paid leave, and participation in the New York State and Local Retirement System.

**Civil Service Requirements:** This is a Civil Service Competitive Class position. The employee would be hired on a provisional basis and would be required to pass and be reachable for appointment on the resulting eligible list.

**Pre-employment and Random Drug Screening:** It is the policy of SMHA to require applicants to take and successfully pass a pre-employment drug test. Employees in this position are subject to random drug testing throughout employment.

**Submission Requirements:** Applicants must submit a job application and attach a copy of their resume. The application can be downloaded from our website <http://www.smha1.org/News.html> (scroll down to Job Opportunities and click the link to Employment Application). Application and resume may be submitted via mail or email to the following:

Office of the Executive Director  
Schenectady Municipal Housing Authority  
375 Broadway  
Schenectady, NY 12305  
jobs@smha1.org

**Submission Deadline:** Friday, July 30, 2021

The Schenectady Municipal Housing Authority is an Equal Opportunity Employer