



DISTRICT OF COLUMBIA RETIREMENT BOARD
Position Vacancy Announcement

ANNOUNCEMENT NO: 20190118C	POSITION: Information Technology Director
OPENING DATE: January 18, 2019	CLOSING DATE: Open Until Filled
TOUR OF DUTY: 9:00 a.m. – 5:30 p.m., Monday – Friday	STARTING RANGE: \$130,114 - \$162,642 DOQ (Grade 11) (Career Service) Entire Range: \$130,114 - \$201,026
LOCATION: 900 7 th Street, NW, 2 nd Floor Washington, DC 20001	AREA OF CONSIDERATION: Open to all applicants
NUMBER OF VACANCIES: One (1)	TYPE OF APPOINTMENT: Probationary to Regular
This position is NOT in a collective bargaining unit.	

*** Successful pre-employment criminal, financial, educational and certification background check required ***

ABOUT THE D.C. RETIREMENT BOARD: The District of Columbia Retirement Board (DCRB) is an independent agency of the District of Columbia Government. Our mission is to manage and control the assets of the D.C. Police Officers' and Firefighters' Retirement Fund and the D.C. Teachers' Retirement Fund as well as to administer benefits for the members of the of the D.C. Police Officers' and Firefighters' Retirement Plan and the D.C. Teachers' Retirement Plan.

POSITION SUMMARY

The Information Technology Director will plan, coordinate, direct, and design all operational activities of the IT department, as well as provide direction and support for IT solutions that enhance mission-critical business operations. The IT Director will work closely with decision makers in other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization.

PRIMARY RESPONSIBILITIES

1. Manages the design, planning, operation, security, and day-to-day operations of DCRB's network, servers, switches, network-connected devices—onsite and offsite (data center located in Ashburn, VA)—as well as all data communications with entities outside the agency.
2. Directs and manages the design, processes, policies, and procedures necessary to support the optimal delivery of information services of the IT infrastructure.
3. Works with the Chief Financial Officer (CFO) to develop business strategy as it relates to managing DCRB's IT Infrastructure, Information Security, and Operations.
4. Works with the Security Administrator to: 1) develop and enforce information security policies, 2) fully implement a NIST Security Risk Management Framework, and 3) supervise cybersecurity penetration and vulnerability testing.
5. Manages IT department staff; responsibilities include:
 - training, team-building, evaluating, and identifying growth opportunities for team members;
 - handling workload-distribution, and providing guidance and feedback to ensure work, information, and ideas flow freely among IT staff;

- establishing measurable, individual and team objectives aligned with business and organizational goals;
 - ensuring that IT staff have the resources and skills necessary to support all work initiatives; and
 - forecasting new skill requirements, based on emerging technologies.
6. Manages the short-term goal of relocating the agency's primary network, from its Ashburn, VA facility to DCRB's home office.
 7. Prepares the long-range IT business plan, including annual budget requirements and purchase and acquisition plans.
 8. Applies experience and expertise with cloud services, and provides recommendations to best leverage cloud-platform capabilities; implements a smooth transition of premise-based systems to cloud-based operations.
 9. Develops and maintains disaster recovery and backup strategy, and related processes.
 10. Researches various networks and networking-support products, and evaluates and recommends network and server hardware and software for purchase.
 11. Identifies opportunities to enhance the end-user experience, and oversees the roll-out of those enhancements.
 12. Responds to incoming texts, e-mails, or calls regarding network operations; conveys important information to the IT Team and to the Chief Financial Officer (CFO).
 13. Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

- Mastery of information technology and systems management; organizational IT risk management; and network administration.
- Keen knowledge of systems integration, architecture, and design.
- Demonstrated ability to launch and deliver multiple, concurrent IT initiatives on time and within budget.
- Ability to communicate effectively, both orally and in writing, with all levels of internal management as well as external stakeholders.
- Strategic and collaborative business partner, with strong problem-solving and critical-thinking skills. Able to provide creative, service-focused business solutions to the entire agency.
- Strong knowledge of content-management software (FileNet, Documentum, etc.) and Strong knowledge of business process automation and data analytics software (Kofax, etc.).
- Strong organizational and project management skills with the ability to manage multiple and complex assignments within a culture of changing priorities.
- Understands customer service practices that are required to meet and exceed end-user expectations.

QUALIFICATIONS

- Bachelor of Science degree in Computer Science, Information Systems Management, Information Technology or a closely related field.
- 10 to 15 years of relevant technical and managerial experience.
- ITIL, COBIT, CCNA, Network+, Security+, MCSE, SSCP, CISSP, PMP or equivalent Certifications
- Working knowledge of Microsoft Windows environments, including Microsoft Active Directory, Domain Services, and Microsoft SQL Server.

- 10+ years' experience managing middleware and platform services in a 24x7x365 environment.
- 10+ years' experience leading cross-functional teams in a technology-services delivery capacity.
- 10+ years' experience in vendor management and large-scale IT outsourcing, with associated cost/budget accountability.
- Demonstrated experience leading Cloud/PaaS service-delivery teams, and prior experience working with leading Cloud services companies (e.g., AWS, Microsoft)
- Demonstrated experience developing technology-operations strategy, and organizing teams and vendor partners to deliver on that strategy.
- Experience managing organizational hardware, software, and cloud-based infrastructure at an enterprise level.
- Familiarity with basic principles of pension-benefits administration; understanding of pension administration software a plus.

WORKING CONDITIONS

- Normal office environment

This job description indicates the general nature and level of work being performed by employees in this job. It is not intended to be an exhaustive list of all tasks, duties, and qualifications of employees assigned to this job. Incumbents may be asked to perform other duties as required.

HOW TO APPLY:

Applicants must submit a completed DC2000 Employment Application, letter of interest discussing eligibility and qualifications, and resume.

The DC2000 Employment Application is available at <http://www.dchr.dc.gov/> under "Forms and Applications" in the Information section.

Applicants claiming Veterans Preference must submit official proof with application.

All educational and experience requirements used to determine eligibility for this position must be officially verified at the time of appointment. No offer of employment will be deemed fulfilled without such verification(s).

WHERE TO APPLY:

Via U.S. Mail to:

HR Director
DC Retirement Board
900 7th Street NW, 2nd floor
Washington, DC 20001

Via Fax to:

(202) 343-3302
Attention: HR Director

Via Email to:

dcrb.vacancies@dc.gov

NOTE: *It is imperative that all information on the DC2000, resume and supporting documents be both accurate and truthful and is subject to verification. Misrepresentations of any kind may be grounds for disqualification for this position or termination.*

NOTICE OF NON-DISCRIMINATION: In accordance with the DC Human Rights Act of 1977, as amended, DC Official Code, §2-1401.01, et seq. (Act), the District of Columbia Public Schools does not discriminate in its programs and activities on the basis of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability, source of income or place of residence or business. Sexual harassment is a form of sex discrimination which is prohibited by the Act. In addition, harassment based on any of the above protected categories is prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary action.

NOTICE OF BACKGROUND INVESTIGATION AND PENALTIES FOR FALSE STATEMENTS: An offer of employment with the DCRB is contingent upon the completion and satisfactory result of a criminal, education and financial background investigation conducted by the DCRB or authorized agent prior to commencement of duty. In addition, an offer of employment for a position with specified education and certification qualification requirement(s) is contingent upon the completion and satisfactory result of an educational and/or certification background investigation conducted by the DCRB or authorized agent prior to commencement of duty (Pursuant to DCRB Policy No. DCRB-09-1-01).

Applicant understands that a false statement on any part of your application, including materials submitted with the application, may be grounds for not hiring you, or for firing you after you begin work (D.C. Official Code, section 1-616.51 *et seq.*) (2001). Applicant understands that the making of a false statement on the application or on materials submitted with the application is punishable by criminal penalties pursuant to D.C. Official Code, section 22-2405 *et seq.* (2001).

DRUG-FREE WORK PLACE ACT OF 1988: "PURSUANT TO THE REQUIREMENTS OF THE DRUG-FREE WORKPLACE ACT OF 1988, THE INDIVIDUAL SELECTED TO FILL THIS POSITION WILL, AS A CONDITION OF EMPLOYMENT, BE REQUIRED TO NOTIFY HIS OR HER IMMEDIATE SUPERVISOR, IN WRITING, NO LATER THAN FIVE (5) DAYS AFTER CONVICTION OF OR A PLEA OF GUILTY TO A VIOLATION OF ANY CRIMINAL DRUG STATUTE OCCURRING IN THE WORKPLACE."



OFFICIAL JOB OFFERS ARE MADE ONLY BY THE DCRB HUMAN RESOURCES DEPARTMENT

