

INFORMATION SYSTEMS MANAGER

Employees' Retirement System (ERS)

THE PURPOSE: The Information Systems Manager is responsible for the planning and management of information technology projects and the information technology environment within ERS. Responsibilities also include development and implementation of system changes and improvements, as well as supervision of on-going information technology support for the department. **This position has mission-critical responsibilities with respect to a \$5 billion dollar pension system.**

ESSENTIAL FUNCTIONS:

- ◆ Direct the operation of the Milwaukee Employees' Retirement Information System (MERITS), and manage multiple hardware and software vendors, multiple contractors, and assigned staff.
- ◆ Supervise the operations and maintenance of the information technology environments of ERS' business applications and office automation systems, including disaster recovery sites and services.
- ◆ Manage the procurement of business computer systems, professional services, operations/support services, and computer software and equipment, including RFPs, proposal evaluation, vendor selection, and contract development.
- ◆ Prepare, maintain, and manage ERS' information technology plans and related budgets.
- ◆ Prepare reports for management, sub committees, and the ERS Board.
- ◆ Coordinate with City departments, member agencies, and service providers on ERS information system issues.
- ◆ Perform other duties as assigned.

MINIMUM REQUIREMENTS:

1. Bachelor's Degree in Management Information Systems, Computer Science, Business, Accounting, or closely related field from an accredited college or university.
2. At least five years of management experience planning and managing large scale information technology projects and budgets, including managing a staff of professionals in a project-oriented team environment.
NOTE: Equivalent combinations of education and experience may also be considered.
3. Residency in the City of Milwaukee within six months of appointment and throughout employment.

DESIRABLE QUALIFICATIONS:

- ◆ Government experience, including the development and operation of mission-critical systems.

KNOWLEDGE, SKILLS, ABILITIES, AND OTHER CHARACTERISTICS:

- ◆ Strong analytical, technical, project management, and interpersonal skills.
- ◆ Ability to effectively manage multiple vendors, contractors, and consultants.
- ◆ Highly motivated, self-directed, and well organized.
- ◆ Ability to effectively communicate orally and in writing to ERS senior management, staff, sub-committees, and the Employees' Retirement System Board.
- ◆ Ability to work cooperatively and effectively with ERS management, Board members, elected officials, staff, and support personnel.
- ◆ Initiative, honesty, and integrity.

CURRENT SALARY RANGE (12) IS: \$73,627 - \$103,077 annually with excellent benefits. Appointment above the minimum is possible.