



**CITY OF SNOQUALMIE  
WASHINGTON**

# **INFORMATION TECHNOLOGY DIRECTOR**

**\$125,604 - \$139,560**

*Plus Excellent Benefits*

*Apply by*  
**September 29, 2019**  
*(First Review, Open Until Filled)*

***P*ROTHMAN**



## WHY APPLY?



Located just 25 miles east of Seattle, the City of Snoqualmie is home to Snoqualmie Falls, the second most visited natural attraction in Washington State after Mount Rainier. It is surrounded by stunning vistas of Mount Si and the Cascade Mountains, and offers year-round outdoor adventures, including hiking, mountain and road biking, fishing, and golf, as well as skiing only 30 miles east. The City of Snoqualmie is a stable, financially-sound organization with an emphasis on smart growth and environmental preservation. If you are interested in working in a vibrant and growing city where you can make a difference, this is the right position for you!

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## THE COMMUNITY

Incorporated in 1903, the City of Snoqualmie maintains a small-town feel while continuing to grow. In 1997, the population was approximately 1,500, while today it is nearly 14,000 due to the master-planned community of Snoqualmie Ridge. Remarkably, census results show that 35% of the population is made up of those 18 years of age and younger, which takes the number one position in King County for youth population.

The outdoors infuses Snoqualmie with energy and tranquility. Residents enjoy the city's 40+ parks, more than 30 miles of trails, and 540 acres of open space that offer a wide range of recreational opportunities. The Snoqualmie Community Center is operated by the YMCA and has a cardio and fitness center, community programs, childcare, and may have a pool in the near future. A new ice-skating facility is under construction.



Downtown Snoqualmie is referred to as the Historic District for its many landmarks. The downtown area has an abundance of unique shops, local art, and many restaurants, from coffee houses to casual and fine dining. Complementing downtown Snoqualmie are many shops and restaurants on Snoqualmie Ridge.

The Snoqualmie Ridge Business Park has several major companies in a variety of industries, including Spacelabs, Technical Glass Products, and LKD Aerospace and is also the location of the Hampton Inn & Suites, which is the newest hotel in Snoqualmie, adding to the accommodations option of the luxury Salish Lodge & Spa.

Snoqualmie is the official Home of the Boeing Classic PGA Champions Tour held annually at the Club at Snoqualmie Ridge. The nationally recognized Jack Nicklaus Signature Golf Course is designed to accommodate professional events while offering superb playability and unparalleled views for golfers. Other attractions include the Northwest Railway Museum and the Snoqualmie Casino, the closest casino to Seattle. It is owned by the Snoqualmie Indian Tribe, from which the city takes its name.

The Snoqualmie Valley School District provides academics, sports, and music programs, with a focus on STEM for approximately 7,200 students in ten schools. Test scores are among the highest in the state. Many excellent public and private colleges and universities are within an hour of Snoqualmie, including Bellevue College and the University of Washington, one of the preeminent research universities in the world.

## THE CITY

The City of Snoqualmie is a non-charter Code City which utilizes a Mayor-Council form of government. The Mayor is the elected chief executive officer and all Council Members are elected citywide and represent all citizens. Mayor Matt Larson is currently serving his fourth term as Snoqualmie's Mayor. He has held many offices in Snoqualmie in the past and currently serves as a representative to many regional organizations. City Administrator, Bob Larson, serves as the chief administrative officer and is responsible for the City's day-to-day operations and the coordination of work among all departments and programs. City departments include Administration, Administrative Services, Community Development, Finance, Fire, Information Technology, Legal, Parks & Public Works, and Police. The City's department heads and program managers are supportive of each other in accomplishing the City Council's goals and objectives. They work well together as a team in an environment that is enjoyable and highly productive. Snoqualmie has a current budget of \$58.47 million and employs 117.5 FTEs, including interns and seasonal employees.

## THE DEPARTMENT

The City of Snoqualmie's Information Technology Department is designed to deliver cost-effective and sustainable technology solutions through strategic partnerships, collaborative and trustworthy engagement, and effective and accountable leadership that prides itself on innovation, responsiveness, and transparency in support of citywide operations and excellent service delivery to the community and its citizens.



The City's IT Department provides infrastructure services including network, cybersecurity, storage, business continuity services, personal computer and communications services, geographic information services, and professional technology services including project management, equipment lifecycle, contract management, and application development. The department operates on a 2019 budget of \$2.1 million with 7 FTE's including the IT Director, a Systems Engineer, two IT Systems Support, a GIS Analyst, a Service Desk Technician, and a Term Limited Project Manager.

## THE POSITION

Under the direction of the City Administrator, the Director provides direction and support for IT solutions that enhance City operations, and works closely with other departments to identify, recommend, develop, implement, and support cost-effective technology solutions for all aspects of the organization. This position coordinates and develops the policies and procedures for local and wide area networks, oversees the installation and maintenance of hardware and software, trains staff, troubleshoots reported problems with equipment or software, projects and maintains budget based on departmental needs, and directs and supervises the work-flow and activities of department support staff. The Director's primary responsibility is to oversee the streamlined operation of the IT department and to ensure it aligns with the City's goals and objectives. The Director's principal goals are to develop and manage application portfolios for each department and to attain all IT service level agreements for the user community within the City.

### Other Responsibilities Include:

- Works outside immediate discipline to coordinate a group of people in troubleshooting a wide-scale problem; serves as point-of-contact across several areas or disciplines to solve major network outages with high impact or visibility.
- Provides expert technical advice and counsel to management as well as less experienced infrastructure developers. Evaluates, recommends, and selects appropriate hardware and software for network infrastructure. Recommends network integration required to support business applications needs and performs cost/benefit analysis on more complex projects.

- Develops bid requirements for all hardware and software upgrades and reviews submitted bids for compliance with stated requirements and makes the appropriate award. Authorizes and oversees the deployment, monitoring, maintenance, development, and support of all hardware and software based on department needs.
- Responsible for capacity planning, analysis, and engineering design changes. Leads implementation and activation efforts on information technology projects, designs and leads implementation of hardware, software, and environment standards based on strategy and architecture.
- Prepares and administers annual Information Technology budget. Monitors expenditures, and negotiates and manages contracts including developing, monitoring, and maintaining contracts for consultants, and hardware and software vendors.
- Oversees the testing of applications for accuracy with simulated production runs, and debugs as necessary. Documents applications with flow charts, outlines, job control language definitions, narrative descriptions, and systems manuals. Installs applications, and monitors systems for function and efficiency.
- Designs training programs, which may include the service of training consultants, as approved.
- Prepares and updates documentation on operating procedures, manuals, and programs related to networks and PC's; assists with installing, moving, and maintaining network equipment, including servers, routers, hubs and workstations in an orderly and organized fashion, as necessary.
- Maintains and refines routine and/or complex information systems and programs. Completes technical enhancements, modifications, and updates on existing programs. Maintains system files.



## OPPORTUNITIES & CHALLENGES

1. The new IT Director will tackle the deployment of new enterprise support systems including Electronic Data Systems and Enterprise Resource Planning software. This will support and assist staff in the capture, management, storage, and preservation of content and documents created at the City of Snoqualmie reducing the amount of time spent searching and collecting documents for public records requests.
2. Interdepartmental systems integration will be a challenge for the new Director. An example of this will be integrating ERP software into the engineering division to analyze CIP cost to date vs. budget.
3. The IT Director is expected to balance SLA (service level agreements) with customer service response impressions and balance needs of metrics against faster response times.

## IDEAL CANDIDATE

### Education and Experience:

A bachelor's degree from an accredited college or university with major course work in computer science or a related field, and seven (7) years of related work experience is required. Candidates must have a valid Washington State driver's license by time of hire.

### Necessary Knowledge, Skills and Abilities:

- Extensive knowledge of SQL server and design/architectural patterns, IT infrastructure strategic planning and development, project management, and policy development.
- Knowledge of systems design and development from business requirements analysis through to day-to-day management, data analysis, business theory, business processes, management, budgeting, and business office operations.
- In-depth knowledge of applicable laws and regulations related to IT.
- Knowledge of modern office practices, methods, and computer equipment and applications related to the work, including word processing, database, and spreadsheet software.
- Ability to apply IT in solving business problems.
- Proven ability to maintain confidentiality, as incumbent periodically accesses sensitive information required to perform job tasks.
- Skill in writing reports, business correspondence, and procedure manuals.

- Experience reading, analyzing, and interpreting general business periodicals, professional journal, technical procedures, or governmental regulations.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.
- Prior experience using tact, discretion, and courtesy to gain the cooperation of public officials, consultants, vendors, co-workers, other departments, and diverse members of the public.
- A recognition of the importance of rapid resolution to problems as they arise, and the ability to make decisions in a timely manner.
- Ability to direct research on potential technology solutions and implementations in support of new initiatives, opportunities, and procurement efforts.
- Skill in delegating work appropriately to subordinates, with clear expectations and boundaries.
- Ability to sustain excellent interdepartmental collaboration.
- Demonstrated strong analytical and problem-solving capabilities.
- Ability to operate modern office equipment including computer equipment and specialized software applications programs.
- Experience establishing, maintaining, and fostering positive and effective working relationships with those contacted in the course of work.
- Proven ability to communicate clearly and concisely, both orally and in writing.

Candidates may possess any combination of relevant education and experience that demonstrates their ability to perform the essential duties and responsibilities. The ideal candidate will be committed to excellent customer service.

The City of Snoqualmie is an Equal Opportunity Employer. All qualified candidates are strongly encouraged to apply by **September 29, 2019** (first review, open until filled). Applications, supplemental questions, resumes and cover letters will only be accepted electronically. To apply online, go to **www.prothman.com** and click on "submit your application" and follow the directions provided. Resumes, cover letters and supplemental questions can be uploaded once you have logged in.

## COMPENSATION & BENEFITS

- **\$125,604 - \$139,560 DOQ**
- 100% Paid Premiums for Medical, Dental, Orthodontia, and Vision Insurance Coverage for Employee and Dependents
- 100% Paid Life Insurance for Employee
- Membership in Public Employees' Retirement System (PERS)
- Deferred Compensation Plan-Up to \$200 per month match by City
- Compensatory time is accrued hour for hour with a maximum cap annually
- Employee Assistance Program (EAP)
- Vacation Leave-Accrual starts at 6.67 hours monthly (equivalent of 80 hours annually), increases with longevity
- Sick Leave-Accrual is 8 hours monthly
- Twelve (12) Paid Holidays per Year (includes two (2) Floating Holidays)
- Family & Medical Leave
- Pay for Performance (PFP) eligible after one full year at Salary Step C



Please Visit:  
[www.ci.snoqualmie.wa.us](http://www.ci.snoqualmie.wa.us)

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