



TOWN OF WATERTOWN
PERSONNEL DEPARTMENT
Administration Building, 149 Main Street
Watertown, Massachusetts 02472-4410
Tel. (617) 972-6443 • Fax (617) 923-8195
www.watertown-ma.gov
personnel@watertown-ma.gov

GAYLE M. SHATTUCK
Personnel Director

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VACANCY ANNOUNCEMENT

CHIEF INFORMATION OFFICER

INFORMATION TECHNOLOGY DEPARTMENT

The City known as the Town of Watertown (population 31,915), with a general fund budget of \$152.4 million, seeks a highly qualified and dynamic professional as the Chief Information Officer. Appointed by the Town Manager, the Chief Information Officer will be a key member of the Town's management team and is responsible for maintaining all enterprise-wide municipal computer applications, the Town Website, and managing the fiber optic network that links all Town locations. The individual selected for this position will establish the mission and vision of the Town's IT organization to foster a customer-focused, value-added culture and mindset. In addition, the successful candidate will lead the development and oversee implementation of the Town's IT strategy and recommendations of the Town-wide Information Technology Assessment. This position will provide strategic direction and oversee the design, development, operation and support of IT systems and applications that fulfill the needs of the Town and its departments including enterprise architecture, application management, data management and privacy, infrastructure and operations support management, information security and risk management, disaster recovery and business continuity. The successful candidate must possess the management and interpersonal skills to effectively lead an established and vital department and a proven success in managing IT.

Responsibilities may include a variety of other duties and additional special projects assigned by the Town Manager.

Minimum Required Qualifications

Bachelor's Degree in computer science, information technology and systems, management information science, or a related field required; Master's Degree preferred; five years of direct responsible experience, preferably in a municipal setting; or an equivalent combination of education and experience. Demonstrated experience in IT strategic planning, organizational development, project management, and working in large organizations is required.

Salary: Commensurate with Qualifications and Education

To Apply: A Town of Watertown application form is available at www.watertown-ma.gov under Job Posting. An application with cover letter and resume is accepted by email: personnel@watertown-ma.gov, fax: 1-617-923-8195.

By: Review of applications to begin July 13, 2020

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER