



CITY OF PEORIA invites applications for the position of: **TECHNOLOGY PROGRAMS MANAGER**

An Equal Opportunity Employer

**SALARY:**

<u>Hourly</u>	<u>Biweekly</u>	<u>Annually</u>
\$43.96	\$3,516.46	\$91,428.00

**OPENING DATE:** 06/22/22

**CLOSING DATE:** Continuous

**DESCRIPTION:**

The purpose of this position is to use independent judgment to plan, organize, implement, complete, and manage projects which are complex or technology related and have significant impact and visibility, under the directions of the Chief Information Officer.

**INITIAL SCREENING DATE: WEDNESDAY, JULY 6, 2022  
OPEN UNTIL FILLED**

**EXAMPLES OF DUTIES:**

Project Management: • Assumes management responsibility for assigned projects providing leadership, communication, and direction for cross-functional teams from various departments throughout the City. • Works closely with department chairs, staff, vendors, project sponsors, business and technical partners, subject matter experts, end users, technical resources, senior management, and elected officials in the delivery and support of applications that ensure the needs of business users are fully addressed, and continuous improvement is being achieved. • Prioritizes projects; evaluates alternatives, determines time and cost estimates, assigns optimal resources, and develops project timelines. • Monitors progress of projects, modifying resources, scope, and/or timelines as necessary and appropriate; prevents or resolves problems; performs post-implementation evaluation of projects. • Provides FOIA information as requested.

Research and Analysis: • Facilitates and fosters business process analysis, conducts needs-analysis and related functional requirements assessment specific to student success administrative operations. • Leads research efforts to discover best-practice solutions to streamline business processes. • Maintains general knowledge of trends and developments. • Provides analysis of relevant software usage to ensure compliance with applicable standards, regulations, and mandates, as well as to maintain system of record standards and data integrity. • Perform complex and independent research and analyses to provide leadership in all aspects of program management including development, implementation, completion, and follow-up of projects.

Management and Supervision: • Monitors and maintains systems security measures and procedures. • Coordinates, develops, and oversees the training of City staff regarding the program area. Train all levels of staff on

system/project functionality. • Develops reports and/or report specifications to support strategic decision making and to measure performance of software and business practice projects according to key success measures. • Provides leadership for support personnel assigned to the program area. Train, evaluate, and provide work direction to personnel as assigned. • Ensures direct reports are meeting expectations and completing tasks.

Grants administration and Fiscal Responsibility: • Administers grants by writing Council Communication for grant approvals; purchasing items in accordance with grant guidelines; invoicing state and sub recipients for reimbursement; and tracking database for expenses and payments.

**MINIMUM  
QUALIFICATIONS:**

Bachelor's degree from an accredited four-year college or university; valid state driver's license and three years up to and including five years progressively responsible related experience required. Any equivalent combination of education, training, and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job considered.

**SUPPLEMENTAL  
INFORMATION:**

-Description of Minimum Job Requirements  
**Formal Education** Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a bachelor's degree or equivalent. Experience Over three years up to and including five years. Supervision Work requires supervising and monitoring performance for a regular group of employees or department including providing input or hiring/disciplinary actions and work objectives/effectiveness, performance evaluations, and realigning work as needed. A first line supervisor typically performs these functions. Human Collaboration Skills Interactions have significant impact and may involve recommendations regarding potential policy development and implementation. Position evaluates customer satisfaction, develops cooperative associations, and utilizes resources to continuously improve customer satisfaction. Freedom to Act Receives Limited Direction: This job title normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.  
**Technical Skills Advanced Skills and Knowledge:** Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively. **Fiscal Responsibility** This job title oversees budget preparation of a division or department budget. Reviews and approves expenditures of significant budgeted funds for the department or does research and prepares recommendations for organization-wide budget expenditures. **Reading Advanced** - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained in at the college level or above. However, it may be obtained from experience and self-study. **Math Intermediate** - Ability to deal with system of real numbers; practical application of fractions, percentages,

ratios/proportions, and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study. Writing Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from 4 experience and self-study. Working Conditions Good: Relatively free from unpleasant environmental conditions or hazards. Office environment.

Certifications & Other Requirements Certifications: • Valid state Driver's License.

Knowledge of: • Applicable state, federal, and local ordinances, laws, rules, and regulations. • Administrative Principles and practices, including goal setting and program budget development and implementation. • Principles and practices of project management. • Principles and practices related to the operation of computers and peripheral equipment. • Technologies currently utilized by the City and technologies under review for potential use. • Terminology related to information systems.

Skill in: • Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying goods or services to the jurisdiction. • Analyzing and resolving information systems situations and problems. • Researching, compiling, and summarizing a variety of informational and statistical data and materials. • Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction. • Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with minimal direction. • Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Ability to: • Plan, organize, direct, and coordinate a wide variety of administrative and technical programs. • Speak effectively before groups of employees.

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APPLICATIONS MAY BE OBTAINED AND FILED ONLINE AT:

<http://www.peoriagov.org>

ALTERNATIVE FORMAT MAY BE OBTAINED AT:

419 Fulton Street

Human Resources Department, Room 203

Peoria, IL 61602

309-494-8575

[dbush@peoriagov.org](mailto:dbush@peoriagov.org)

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Job #2022D-19  
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