Office of Administrative Hearings

Washington Management Service Recruitment

Information Technology Manager

Closes: June 30, 2006

Location: Office of Administrative Hearings Headquarters, Olympia (near Red Lion Hotel)

Salary: WMS Band 2, $65,200 - $78,600 annually

Agency Profile:

The Office of Administrative Hearings (OAH) is an independent state agency that conducts impartial administrative hearings for other government agencies. OAH was created in 1982 as an independent forum for citizens challenging government decisions. The agency has about 167 FTEs (including 90 Administrative Law Judges) located in offices in Olympia, Seattle, Everett, Vancouver, Yakima, and Spokane. See the OAH website at www.oah.wa.gov.

Position Profile:

Reporting to the Chief Administrative Law Judge, this position is responsible for the overall management of the Office of Administrative Hearings' Information Systems Unit. The position manages five information technology staff in providing technology support and services for the agency's statewide enterprise-wide area network. The position is responsible for agency IT portfolio planning, policy development, oversight for the selection, procurement and installation/upgrade of hardware/software, and development of applications network maintenance and security.

Principal Responsibilities:

- Administer and manage all agency technology services, including analysis, planning, acquisition, installation, maintenance, user training, security, and performance statistical reporting.
- Oversee the development and maintenance of information systems training manuals and automated help systems.
- Coordinate with other agency representatives regarding information technology hardware and software.
- Develop and implement agency information systems policies and standards.
- Maintain up-to-date inventory of all hardware and software to include location, date of purchase and purchase cost, with vendor warranty/maintenance period where applicable; ensure that items on contract are reviewed at least 60 days prior to contract expiration and renew those items requiring renewal.
- Plan, lead, organize and control work performed by staff in the Information Systems Unit, including infrastructure support of agency local and wide area networks, servers, hardware, software, applications, and helpdesk functions.
- Assure appropriate and optimum use of the agency's automation resources, and enhance the effectiveness of IT staff through timely appraisal and professional development opportunities.
- Support effective communications throughout the agency.

- Maintain the highest standards of personal/professional and ethical conduct and support the State's goals for a diverse workforce.

Desirable Qualifications:

- Bachelor's or Master's degree in Computer Science, Business Administration or closely related field.
- Proven skills in information technology portfolio planning and implementation, organizational and project management, application development, network administration and security.
- Successful experience in budget development, strategic planning, managing technical staff, staff development and training, development and management of tactical work plans/schedules, and personnel management.
- Ability to develop policies and procedure in relation to the management of integrated systems and technology environments.
- Excellent communication skills.
- Knowledge of industry and state standards, along with trends pertaining to information systems and technology.
- Strong customer service commitment and philosophy.

Application Process:

Submit a letter of interest specifically describing how your experience meets the qualifications described in this announcement, a resumé, a completed Washington state employment application, and a list of three professional references, including their current email address and telephone number, to:

Diana McCutcheon, Human Resource Consultant
2420 Bristol Court SW
PO Box 42488
Olympia WA 98504-2488

(360) 586-4023
dmccu@oah.wa.gov

OAH is an equal opportunity employer and encourages all qualified applicants to apply. Applicants who need assistance or who need this announcement in an alternative format may call (360) 664-8717. For TTY, call 1-800-833-6388.