



# The City of Gilroy

*invites your interest for the position of*

**INFORMATION  
TECHNOLOGY MANAGER**

## The City of Gilroy

The City of Gilroy is ideally situated in south Santa Clara County, 28 miles south of San Jose and 15 miles east of the Pacific Coastline. Gilroy has emerged as a thriving city of almost 60,000 residents, with a healthy economic base consisting of food processing, wine production and retail shopping outlets. Gilroy's economy is diversified into non-agricultural commercial and industrial activities such as light manufacturing, wholesale operations, automobile sales, and large retail centers. The world-famous Silicon Valley, one of the world's most enterprising and technologically advanced metropolitan areas, is located within a 1/2-hour drive north of the city.



Gilroy is best known as the "Garlic Capital of the World." But the City is also known for its peaceful residential environment, its award-winning parks, golf course and recreation programs, and for its "urban forest." The Gilroy community has a remarkable spirit of volunteerism, which has contributed to the city being world renowned for its most famous product, garlic.

A variety of outstanding community facilities and resources have placed Gilroy high in recent surveys, which have attempted to measure the quality of life in Bay Area cities. The St. Louise Regional Hospital provides excellent care. The Gilroy library provides 50,000 square feet of state-of-the-art library services. Gavilan Community College is known for the beauty of its campus, set in the foothills that surround the city. Downtown, new vitality and a healthy respect for history make for a lively and interesting town center. Mature neighborhoods blend with newer homes to create an ambient atmosphere for residential areas, served by nearby schools, parks and churches, and just the right combination of rural and suburban amenities. Nestled between the Diablo and Santa Cruz mountains in the Santa Clara Valley, Gilroy residents enjoy mild temperatures, while missing most of the coastal fog. A state climatology report says up to 70 percent of Gilroy's days are sunny. Gilroy's central location, healthy economy, bucolic charm, and a positive quality of life make it an excellent place to live, play and work.



## City Government and the Information Technology Division

The City of Gilroy is a full-service charter city operating under a Council/Administrator form of government. The Gilroy City Council is made up of seven members with four-year terms, including a separately elected mayor, who can serve any number of terms. The Mayor and Council appoint the City Administrator and the City Clerk.

The City operates on a biennial budget with a projected FY 2022 General Fund of almost \$56 million and an all-funds budget of over \$174 million. An approved FTE staff of 267 employees supports city operations. Gilroy takes great pride in meeting or exceeding its General Fund reserve target of 25% of the annual General Fund.

Information Technology (IT) is a division within the Finance Department. The City's IT environment is currently well positioned with a solid infrastructure

and a strong governance system that is overseen by an active City IT Steering Committee. IT currently has an approved headcount of six FTEs including the Manager, a Public Safety Systems Administrator, an IT Applications Analyst, an IT/Help Desk Technician and is in the midst of hiring a GIS Analyst. Once on board, the IT Manager will be tasked to hire a Network Administrator.

### **The Position and Ideal Candidate Profile**

Under general supervision of the Finance Director, the Information Technology (IT) Manager is responsible for leading, managing, and administering the functions of the City's IT Division. He/she will lead and implement the IT Strategic Plan, serve as the facilitator of the IT Steering Committee, and will make recommendations for the effective and efficient use of City information technologies.

Key priorities for this position include completing the migration of both a new ERP (Tyler Munis) and the Energov Land Management System (LMS) as well as the implementation of a Cyber Security Plan. Thus far, both the Finance and HR Payroll/HRIS modules of Tyler are live with the Contract Management, Utility Billing and Budget modules targeted for implementation by the end of this calendar year. The LMS project is expected to go live in the mid-2023 timeframe. The Cyber Security Plan is approved and ready for implementation and contains many future initiatives beginning with cyber awareness training. Additionally, the City is near completion of a new Replacement & Maintenance Agreement with Sharp Electronics for all copiers, computer screens, and other office equipment.



The IT Manager will continuously evaluate IT systems, architecture, and programs while recommending adjustments based on emerging IT best practices. In leading the IT division, the manager will promote the organization's technological growth and innovation goals and will supervise and provide training of divisional personnel and manage all aspects of its operations. This is a hands-on position, where the manager is expected to be actively involved in technology projects throughout the organization and will maintain technical skills to perform the necessary work. The position will require an organized, results focused, multi-tasker with excellent project management and relationship skills, and with keen attention to exceptional customer service. Strong administration skills in monitoring vendor/third party contracts and payments, and to ensure compliance with performance measurements, timelines, policy, and budget are essential aspects of this role.

The successful candidate will be knowledgeable with common IT security/cybersecurity standards and frameworks and have experience implementing best practices to mitigate such cybersecurity risks. Knowledge and experience in developing IT related policies and procedures and in preparing reports and making related presentations to the executive team and/or the City Council is expected. This position requires ten (10) years of increasingly responsible experience in the field of information technology applicable to the systems and functions of a municipal organization. The ideal candidate will have at least five (5) years at a management level that has included significant management/supervisory, operational, and administrative responsibilities. Equivalency to a Bachelor's degree from an accredited college or university in Computer Science, Information Systems Management, Business Administration, Public Administration, or a closely related field is required. A Master's degree in a related field of study as well as a current certification, such as CGCIO (Certified Government Chief Information Officers issued by Public Technology Institute/PTI), CISM (Certified Information Security Manager issued by Information Systems Audit and Control Association/ISACA), PMP (Project Management Professional issued by Project Management Institute/PMI), or other similar certification is highly desired.

## Compensation and Benefits

The City of Gilroy offers a competitive and comprehensive salary and benefits package. The annual salary range for this position is \$122,270 - \$163,057 annually, DOQ. Additionally, this position will be eligible for an annual 5% COLA adjustment in July for the next two (2) years. The excellent benefits package includes:

- ◆ Retirement:
  - Classic members: CalPERS 2.5% @ 55 formula with employees paying 8% on a pre-tax basis.
  - New hires: CalPERS 2.0% @ 62 with employees paying 50% of the total normal cost as set by CalPERS (currently 6.25%).
- ◆ Health Insurance and Flexible Benefits Plan: City participates in the PERS Health Program with a choice of providers and coverage options. The Flexible Benefits Plan includes medical and dental coverage as core benefits and provides a range of optional benefits including vision care and medical and dependent care accounts.
- ◆ Vacation: The annual vacation accrual ranges from two to four weeks per year based on City of Gilroy years of service.
- ◆ Holidays: The City observes 10 paid holidays per year.
- ◆ Administrative/Personal Leave: 56 hours of administrative leave and 44 hours of personal leave is granted in July of each fiscal year. Leave must be used during the fiscal year.
- ◆ Sick leave: Accrued at the rate of 8 hours each month.
- ◆ Additional Benefits: Term life insurance policy equal to annual salary, long-term disability plans and employee assistance plans are provided at city expense.
- ◆ Introduction of a 9/80 work schedule has just begun. There is no remote work schedule available.

## The Process

To be considered for this exceptional career opportunity, please visit the Avery Associates Career Portal on our website at [www.averyassoc.net/current-searches/](http://www.averyassoc.net/current-searches/) to upload your letter of interest, resume and contact information, including email addresses for five work-related references (who will not be contacted until after an interview takes place).

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The final filing date for this position is January 16, 2023.

If you have any questions regarding this position, please contact Paul Kimura at 408.399.4424 or [paulk@averyassoc.net](mailto:paulk@averyassoc.net) or Bill Lopez at 408.888.4099 or [williaml@averyassoc.net](mailto:williaml@averyassoc.net).

