

Oklahoma Public Employees Retirement System  
Vacancy Notice: Director of Information Technology (unclassified)

OPERS is accepting applications for the position of Director of Information Technology. To apply, submit your resume **and** an OPERS employment application (available at [www.opers.ok.gov/jobs](http://www.opers.ok.gov/jobs)) using one of the following:

Email: [dbyrd@opers.ok.gov](mailto:dbyrd@opers.ok.gov) (include in the subject line "IT Director Search")  
Fax: (405) 848-5967  
US Mail: Oklahoma Public Employees Retirement System  
ATTN: Human Resources  
5801 Broadway Ext., Suite 200  
Oklahoma City, Oklahoma 73118

All OPERS positions are located at 5801 Broadway Ext., Suite 200, Oklahoma City, OK 73118. Regular business hours are 8:00 a.m. until 5:00 p.m., Monday through Friday.

To be considered, the required application materials must be received by the application deadline.

Application Deadline: Monday, August 10, 2015, by 5:00 p.m.

Job Title: Director of Information Technology

Number of Vacancies: 1

Hiring Rate: Up to \$93,000

**SUMMARY:** This position is responsible for the management and oversight of the agency's information technology systems. This includes the direction and evaluation of staff, oversight of the development of new and enhanced technology systems, integration with documenting imaging and other technology, computer processing systems, online technologies, and web development. This position is responsible for determining system requirements of the agency, establishing information technology priorities, evaluating hardware and software needs, and developing budget programs for the effective staffing and equipment necessary to carry out the agency's mission. This position serves as a member of the agency leadership team.

**ESSENTIAL FUNCTIONS:** The essential functions of this position include, but are not limited to, the following:

1. Analyzes highly complex agency information technology requirements to determine the most effective and efficient systems needed to further the mission of the agency.
2. Reviews current systems and confers with users regarding requirements for applications systems, computer networks, data base management, operating systems, management information systems, web design, and functionality.
3. Develops, maintains, and ensures the timely completion of an information technology plan and prepares standard methodologies for the development of these systems.
4. Develops systems proposals, feasibility studies, design and implementation of integrated systems, and technical guidance and direction to staff.
5. Supervises, develops, and evaluates information technology staff.
6. Reviews and evaluates agency requirements for information technology systems and participates in planning initiatives concerning the transferability of applications, operating or network systems or hardware.

7. Serves as project leader on all information technology initiatives, conversions, and enhancements.
8. Creates and updates implementation plans and ensures all elements of the plan are moving forward in a timely and effective manner. Prepares periodic status reports for senior management.
9. Identifies and defines deviations from plan requirements and provides for modifications or changes to meet user needs.
10. Ensures documentation is completed on all system changes, enhancements and new programs.
11. Recommends upgrades to information technology equipment and software, including drafting requests for proposals for equipment or outsourcing if needed.
12. Develops information technology plans and budgets, conducts cost/benefit analysis.
13. Serves as a liaison between the information technology staff and users to ensure end user requirements are met or exceeded.

### **Knowledge, Skills and Abilities**

1. Knowledge of information technology systems and tools and agency business requirements.
2. Knowledge of budgeting and cost benefit analysis.
3. Must be able to analyze user needs and translate those into efficient and effective operating systems.
4. Must be able to analyze highly complex agency information technology requirements and to analyze issues and the interaction and integration of multiple sources of data and information.
5. Must be able to communicate effectively and establish and maintain effective working relationships with others.
6. Must be able to develop and communicate a strategic vision of information management for the future which capitalizes on available technologies.
7. Knowledge of information system planning and development concepts and procedures; office automation systems; work-flow analysis; document/records management systems; micro- and mini-computer hardware and software; network hardware and software; database structures; application systems; requirements definition; systems analysis and development techniques; telecommunications.
8. Knowledge of current and developing information technology applicable to state government retirement systems preferred.
9. Skill in analyzing information management systems; evaluating work flows, requirements, and proposed solutions.
10. Skill in coordinating, reviewing and evaluating the work of consultants and vendors; communicating complex procedures and ideas clearly and concisely both orally and in writing.

### **Education and Experience**

1. Three years of supervisory experience with information technology positions.
2. Bachelor's degree in information technology from an accredited college or university, plus at least six years of increasingly responsible and relevant work experience in developing and implementing complex technology systems.
3. Strong management, communications, analytical and computer skills.
4. Experience in supervising subordinate staff, mentoring, and correcting performance deficiencies.
5. Experience developing technology solutions and developing Internet applications preferred.
6. Development experience in Oracle databases and Oracle PL/SQL is preferred.