



**TOWN OF PORTSMOUTH, RI**  
**Announces**  
**JOB OPPORTUNITY**  
**for**  
**INFORMATION SYSTEMS MANAGER**

**EXCELLENT SALARY PLUS BENEFITS**

**Minimum Requirements**

Comprehensive knowledge of IT management and administration with a Bachelor Degree in Computer Science or other related field, or other equivalent certifications or training. A minimum of five (5) years of relevant IT management experience is also required, with a preference to state or municipality experience. The applicant must also submit to and pass a National Criminal Information Check (NCIC), possess a vehicle and valid drivers' license, and be available for emergency work as needed.

**Job Description**

The Information Systems Manager (Systems Manager) is responsible for all technology-related infrastructure in the Town of Portsmouth, including various town hall departments, 24/7 operational police and fire departments, and public works, while also meeting the needs of staff and citizens.

The Systems Manager is charged with implementing, managing, and maintaining all applications and systems, including, but not limited to:

- Hardware and networking - computers, servers, firewalls, switches, VPSs, VLANs, fiber LIU and Ethernet patch panels, mobile wireless, enterprise wireless and wired networking, and various other hardware and related vendors all while ensuring network and endpoint security;
- Business applications – accounting, collections, CAMA, payroll and human resources, land evidence, municipal court, vital records, voter registration, licensing, GIS, permitting, CAD, parks and recreation, police and fire dispatch records management, voice recording systems, working knowledge of public safety 800Mhz and VHF radio systems, Town social media, and many other applications;
- General – VMware, endpoint protection, active directory and group policy, Office 365, system security, access control, video surveillance, telephony (analog, PRI and SIP), backups, disaster recovery, continuity of operations, E-government, web development, Microsoft Office, and many others.
- Website – overall management, upgrade planning, implementation of online payments, support and training of department level management.

Town application is **required** (resume may be attached) and may be found on the Town's website at [www.portsmouthri.com](http://www.portsmouthri.com) under Human Resources. Completed applications may be submitted in person or emailed to [hr@portsmouthri.com](mailto:hr@portsmouthri.com) and must be received no later than **2:00 p.m. July 23, 2021.**

*The employment policies and practices of the Town of Portsmouth are to recruit and hire employees without discrimination because of race, color, religion, creed, national origin, age, gender, marital status, sexual orientation, veteran status or any other legally protected status or disabilities that do not interfere with job performance.*

**AN EQUAL OPPORTUNITY EMPLOYER**