

The County of San Diego
Invites Resumes for



Information Technology
Contract Manager

Anticipated Hiring Range is \$92,435 — \$99,840 Annually (DOQ)





About The Department

The County Technology Office (CTO) supports a full range of information technology (IT) services for County Employees and San Diego County residents. The purpose of the CTO is to lead, guide, and facilitate the optimal business management of information technology by County Business Groups and departments.

Mission Statement

The mission of the County Technology Office is to guide the enterprise toward solutions that meet the diverse needs of our County customers through continuous improvement, thought leadership and operational excellence.

The Position

The Information Technology Contract Manager is an unclassified management position allocated to the County Technology Office (CTO) and reports directly to the County's Chief Information Officer. The incumbent is responsible for assisting in the administration of the County's IT Outsourcing Agreement and other department County contracts and the implementation and monitoring of contracted services provided by external vendors/providers of IT services. This position is also responsible for the negotiation of change orders with vendors; day to day interactions with all County IT customers relating to the IT Agreement and related services; the CTO departmental financial budgeting and reporting and; involved in the development and recommendation of County-wide IT policy. The Outsourcing Agreement terms cover all operational and strategic IT functions for San Diego County, providing services to 17,000 County employees at over 200 facilities. In addition, this position ensures that County Government and its citizens receive the full benefit of the multi-year, \$1 billion IT Outsourcing Agreement.

Key Responsibilities: contract administration, contract negotiation, IT cost allocation/distribution, and budget development.

[Click here to view the complete Information Technology Contract Manager job description.](#)





The Ideal Candidate

The ideal candidate will possess a strong strategic perspective with a demonstrated history of successful contract negotiation and administration; a result orientated professional with a customer-centric approach; a demonstrated track record of team building and leadership; the ability to negotiate, balance and sustain strong stakeholder relationships and effective communication skills. An in-depth knowledge of government contracting is preferred.

He or she will possess a professional history that demonstrates the following necessary competencies and attributes:

- Strategic thinker who anticipates future consequences and trends accurately while applying knowledge appropriately
- Strong, contract negotiation and financial management skills
- Demonstrates a successful management philosophy that is strongly customer-service oriented and transcends all levels of the organization
- Understanding of the County's General Management System (GMS) model and Live Well, San Diego! strategic initiatives
- Organizational and political awareness of sensitive projects, programs and services that could involve competing interests of community representatives and the public, all while operating under the auspices of an elected Board of Supervisors and Chief Administrative Office, CIO and the public.
- Actively seeks opportunities to improve status quo
- Is motivated to perform beyond the requirements of the position
- Follows through on commitments
- Demonstrates strong teamwork and collaboration skills
- Seeks to understand perspectives and needs of others
- Carefully considers implications and impact of decisions across time and on others
- Demonstrates an understanding of multiple stakeholder needs
- View politics as necessary and useful



Education and Experience

A bachelor's degree from an accredited U.S. college or university, or certified equivalency for foreign studies, AND five (5) years of experience that demonstrates the ability to perform the essential functions of the classification which must include 2 years of management or supervision; OR, a combination of experience and/or education as stated above.

Note: A master's degree or higher degree may substitute for a total of one year. In order for education to substitute for work experience as indicated above, college level coursework must demonstrate progress toward a degree and may be substituted on a year-for-year basis. Qualifying experience will include CAO Staff Officer or Project Manager experience that involves leading projects.

Compensation

The hiring range for this position is between \$92,435.00 and \$99,840.00 depending upon qualifications.

Benefits

Click [here](#) to review the complete benefit plan for the Information Technology Contract Manager.

The County of San Diego

The mission of the County of San Diego is to efficiently provide public services that build strong and sustainable communities.

The County is governed by a five-member Board of Supervisors elected to four-year terms in district, nonpartisan elections. There are 18 incorporated cities in the county and a large number of communities within the unincorporated area. County services are provided by five business groups, that are headed by General Managers [Deputy Chief Administrative Officers (DCAOs)], who report to the Chief Administrative Officer (CAO). The various Groups are: the Public Safety Group (PSG); the Community Services Group (CSG); the Finance and General Government Group (FG3); the Land Use and Environment Group (LUEG); and the Health and Human Services Agency (HHSA). The County Technology Office is in the FG3.



The County of San Diego has a budget of \$4.98 billion and provides services to the 3 million residents of the county through nearly 17,000 employees in approximately 40 different departments. San Diego County is the second largest county by population in California and ranks 5th in population of all metropolitan areas in the U.S.

General Management System

The County engages in a continuous cycle of planning, implementing, evaluating, and renewing the planning process. The County's comprehensive guide for managing this cyclic process is called the General Management System (GMS). For more information regarding GMS, please click [here](#). The successful candidate must have a general understanding of the General Management System.

Application and Selection Process

Applicants **must** submit a completed online employment application, a resume, and a letter of application explaining what interests them about the position and how they would approach the opportunities and challenges it presents. Apply on-line at the County of San Diego's website located at: <http://www.sdcounty.ca.gov/hr>

Please attach your resume and college degree information at Step 1 of the application process. Resumes should include academic degrees held and dates conferred; employment history including positions held, employer (s), key duties and responsibilities, reporting structure, job titles and number of staff managed. Please also include a salary history. Applications and résumés will be initially screened for minimum qualifications. An evaluation board will convene to review submittals and identify top competitors to be considered for further evaluation. You are encouraged to apply immediately in order to be considered since interviews will commence as soon as a sufficient number of qualified applications have been received.

Special Notes

Persons serving in positions in the unclassified service do not accrue tenure and serve at the pleasure of the appointing authority. The provisions of this job announcement may be modified or revoked and do not constitute an expressed or implied contract.

Reasonable accommodation may be made to enable an individual with qualified disabilities to performed the essential functions of a job, on a case-by-case basis.

Contact Information

Questions regarding the application process may be directed to Rose Trujillo, Human Resources Analyst, at Rose.Trujillo@sdcounty.ca.gov or questions regarding the position, please contact Melissa Martinez, Departmental Human Resources Officer, at Melissa.Martinez2@sdcounty.ca.gov