

DIRECTOR OF INFORMATION TECHNOLOGY

Port of Oakland, CA





PORT OF OAKLAND

The Port of Oakland includes the Oakland seaport, Oakland International Airport, and 20 miles of waterfront. The Oakland seaport is among the top ten busiest container ports in the U.S.; Oakland International Airport is the second largest San Francisco Bay Area airport offering over 375 daily passenger and cargo flights; and the Port's real estate includes commercial developments such as Jack London Square and hundreds of acres of public parks and conservation areas. The Port employs approximately 500 individuals and has annual revenues of \$359 million. Together, through Port operations and those of its tenants and users, the Port generates more than 73,000 jobs in the region and is connected to nearly 827,000 jobs across the United States. The Port of Oakland was established in 1927 and is an independent department of the City of Oakland. For more information, visit the Port's website at www.portofoakland.com

Mission Statement

We are stewards of public assets. We lead our seaport, airport, and real estate businesses in a fiscally sound and socially beneficial way.

THE COMMUNITY

Nestled in between the San Francisco Bay and the California coastal mountains, the City of Oakland has a rich history, diverse culture and expanding local economy. Its temperate Bay Area climate - rated the best in the nation - combined with a vast network of arts, entertainment, recreational and educationally-enriching amenities make Oakland a thriving setting for its 447,000 residents and a tourist destination for thousands of visitors annually. The City's diverse landscape is a lively urban-suburban mix of beautiful hillside residential neighborhoods, a large stock of historic homes and buildings, two lakes and the Oakland Estuary.

Oakland is also one of the nation's most diverse cities, with residents speaking nearly 125 different languages and dialects. Oakland's diversity is also reflected in more than 600 year-round cultural fairs and events citywide. Other recreational, cultural and entertainment activities take place in 106 parks, Lake Merritt, Jack London Square, Knowland Park Zoo, the Oakland Museum of California and the Paramount Theater, among other welcoming venues.

For sports fans, Oakland is the only city in California with the "big three" professional football, baseball and basketball franchises: NFL Oakland Raiders, MLB Oakland Athletics and the NBA Golden State Warriors. Oakland is in close proximity to some of California's most famous destinations - San Francisco is just minutes away and the world renowned Napa Valley wine country is a short distance further. In addition, Oakland is just three hours from Lake Tahoe and the Sierra Mountains, less than three hours from Monterey, Carmel and Mendocino, and a short one-hour flight to Southern California. For longer trips, travelers can take advantage of the generous flight schedule offered by the numerous major carriers at Oakland's International Airport. Encompassing a wide range of housing and educational choices for its residents while providing all the elements of an attractive urban city make Oakland a great place to live and work.

THE POSITION

Under general direction from the Chief Financial Officer, the Director of Information Technology plans, organizes, and directs the information technology activities and operations at the Port of Oakland; establishes IT systems and solutions, as well as policies and procedures in support of the operational needs of the Port of Oakland; and provides highly responsible information technology related advice and guidance to the Chief Financial Officer.

The main responsibilities of the Director of Information Technology will be:

- Leads all aspects of the day-to-day IT operations to ensure that systems performance, availability, reliability, integrity and service level requirements are met.
- Establishes and maintains IT policies and procedures that support efficiency, transparency, accountability, and a reasonable control environment, consistent with best practices, and the goals and objectives of the Port of Oakland.

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- Leads in the development and implementation of IT initiatives, consistent with Port of Oakland goals and objectives and through collaboration with executive leadership, senior management, and employees to support the day to day operations of the Port.
- Develops and implements the vision for IT at the Port of Oakland, in collaboration with executive leadership and senior management. Establishes cost effective, innovative measures to create business value by tracking a broad range of emerging technologies.
- Establishes and maintains IT improvement programs to ensure customer experience satisfaction.
- Coordinates division activities with those of other divisions, outside agencies and organizations; provides staff assistance to the Chief Financial Officer and Executive Director; prepares and presents staff reports and other necessary correspondence.
- Directs, oversees and participates in the development of the division's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Supervises and participates in the development and administration of the IT budget; directs the forecast of funds needed for staffing, equipment, materials, supplies and services.
- Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the division.
- Directs the selection of outside consultants and vendors; negotiates with contractors and vendors and resolves performance issues and concerns to ensure the best interest of the Port are met.
- Provides leadership to achieve business and organizational objectives; promotes the culture and strategic initiatives of the Port of Oakland; inspires and encourages employee development and engagement.
- Participates in and drives the technical aspects of strategic decisions regarding IT. Implements and manages strategic initiatives based on the highest degree of technical complexity and thorough understanding of far-reaching organizational implications.
- Oversees the development of IT standards, technology architecture, policies/procedures and the IT governance process.
- Provides direct oversight for all IT activities including infrastructure and architecture, application development, reengineering business processes, networks, strategic vendor and partner relationships, outsourcing and auxiliary operations and support.
- Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.
- Builds and maintains positive working relationships with internal/external stakeholders utilizing principles of sound customer service.
- Represents the Port effectively in meetings on a variety of technology issues.

THE IDEAL CANDIDATE

The ideal candidate for the Director of Information Technology will be a hardworking, visionary and confident leader. This person will be strategic, able to make good decisions and affect positive change. The ideal candidate will thrive in a collaborative work environment, partner with other departments and embrace the history and work culture of the Port.

The selected candidate will have outstanding communication skills, a "can do" attitude and be able to get into the details of the various IT initiatives. He/She will be able to jump in and offer technical support when needed. He/She will also have an understanding of the public sector and be comfortable interacting with the Board of Directors, Executive Team and other departments. Lastly, this person will be a strong manager, embrace accountability and transparency, and motivate others.

TOP PRIORITIES

The top areas of focus for the new Director of Information Technology are:

- **Operations** – Manage the day-to-day IT operations. This includes maximizing the Oracle ERP potential, managing the general infrastructure/network and software, and running the Help Desk activities.
- **Cyber Security** – Establish and maintain cyber security best practices.
- **Controls and Policies** – Establish and maintain IT policies and procedures that support efficiency, transparency, accountability, and a reasonable control environment, consistent with best practices, and the goals and objectives of the Port of Oakland.
- **Collaboration** – Understand the Port's unique IT structure. Work collaboratively with all Port divisions.
- **Leadership** – Provide guidance and stability to the IT staff. Continue to motivate and inspire the employees.

Education, Certifications and Experience

- This position requires education and experience reflecting possession of the required knowledge and skills. A typical combination would include: graduation from an accredited college or university with a Bachelor's degree in Computer Science, Management Information Systems, Public Administration, Business Administration, or related fields plus nine years of professional information technology work experience of which three years includes administrating and managing a multi-disciplinary information technology staff.
- Must possess a valid California Class C driver's license at the time of and for the duration of appointment.
- Experience in personnel management required. Experience working with unions is a plus but not required.

Candidates from both the public and private sector are encouraged to apply.

COMPENSATION

The annual salary will be dependent on the qualifications of the successful candidate. The Port's benefit program ranks among the best in the region for public jurisdictions and is designed to reward performance and promote a balanced lifestyle, both at the workplace and away from the workplace, for our employees and their families. The Port is committed to the health and well-being of its employees and has been recognized as a FIT-Friendly Employer by the American Heart Association. The Port also offers an attractive benefits package including:

- California Public Employees Retirement System (CalPERS) formula of 2% at 62 years of age or 2.5% at 55 for new hires with other CalPERS service and/or reciprocity.
- The Port offers retiree medical benefits for employees and dependents after 10 years of CalPERS service (including 5 years at the Port).
- The Port pays 100% of the premium cost for employees and dependent health insurance coverage not to exceed the Kaiser-HMO Family Plan; cash in lieu of medical benefit is also available.
- The Port pays 100% of the premium cost for dental and vision coverage.
- The Port pays 100% of the premium cost for Long Term Disability (LTD) coverage and reimburses employees for the State Disability Insurance.
- The Port pays 100% of the premium cost for life insurance at one-time annual salary with certain limits.
- The Port offers a pre-tax Deferred Compensation Plan allowing employees to save and invest money for retirement with tax benefits.

Time Away from Work

- From 2 to 5 weeks of vacation depending on years of employment at the Port.
- 1 paid Floating Holiday per year.
- 12 days of sick leave per year after three months of employment which includes 4 days of personal leave.
- 12 paid holidays as well as the second half of the shift on December 24 and December 31.

HOW TO APPLY

Please apply **on-line** by **August 24, 2018** at www.alliancerc.com.

For questions and inquiries, please contact:

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