



CITY OF SELMA

INTERNAL/ EXTERNAL JOB

POSTING

The following position is available with the City of Selma. Applications are available in the Personnel Department located at City Hall, 222 Broad Street, Selma, AL 36701. Please contact the Personnel Department at (334) 874-2110 with any question. Email resume to: lrutledge@selma-al.gov.

TRANSFER REQUEST, APPLICATIONS AND RESUMES ARE ACCEPTED UNTIL CLOSING DATE

OPENING DATE: Thursday, July 10, 2025

CLOSING DATE: Thursday, August 7, 2025

POSITION: Information Technology Director
DEPARTMENT: Information Technology
LOCATION: City of Selma
STATUS/SCHEDULE: Regular, Full-time – On Call Hours

FRINGE BENEFITS INCLUDE INSURANCE, RETIREMENT, HOLIDAYS, PAID VACATIONS, AND SICK LEAVE.

Job Summary

The Director of Information Technology will manage and direct the city of Selma 's information technology (IT) operations, ensuring the department provides efficient and effective technical support service.

Supervisory Responsibilities:

- Hires and trains IT staff.
- Schedules, organizes, and assigns projects to members of the IT team.
- Conducts performance evaluations that are timely and constructive.
- Handles discipline and termination of employees as needed and in accordance with company policy.

Duties and Responsibilities

- Leads development and implementation processes for the organizations IT systems and department.
- Develops and implements business continuity protocols to minimize disruption to business operations in the event of emergency situations or data loss.
- Establishes efficiency and efficacy standards, providing recommendations for improvement of IT infrastructure.
- Analyzes IT infrastructure and systems performance to assess operating costs, productivity levels, upgrade requirements, and other metrics and needs.
- Oversees security of systems, networks, and enterprise information.
- Facilitates IT security audits or investigations.
- Develops and maintains relationships with external IT vendors and service providers.
- Coordinates multisite IT systems via enterprise resource planning (ERP).
- Performs other related duties as assigned.

Required Skills/Abilities:

- Excellent verbal and written communication skills.
- Proficient in latest technology for IT systems and management.
- Proficient in Microsoft Office Suite or related software.
- Excellent organizational skills and attention to detail.
- Excellent analytical and management skills.
- Excellent interpersonal skills.
- Through understanding of IT and practical applications to support the City of Selma goals.

Credentials and Experience

Bachelor's degree in Computer Science required; master's degree or MBA.

At least five to ten years of work experience managing an IT department preferred.

THE CITY OF SELMA IS AN EQUAL OPPORTUNITY EMPLOYER