



GEORGIA DEPARTMENT OF PUBLIC HEALTH

**GEORGIA DEPARTMENT OF PUBLIC HEALTH (GA)**  
invites applications for the position of:

## **Information Technology Manager**

**SALARY:** \$55,000.00 - \$68,000.00 Annually

**OPENING DATE:** 03/27/2020

**CLOSING DATE:** 04/10/2020 11:59 PM

### **DESCRIPTION:**

**Location:** District 2 Regional Office, 1280 Athens Street, Gainesville, GA 30507

**Recruitment:** This position is open to all qualified applicants

**Pay Grade:** L

**Position:** 00188761

District 2 Public Health serves 13 counties in northeast Georgia, including Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White counties. One of the fastest growing regions in the state, District 2 includes rural and urban communities with diverse public health challenges.

The mission of public health is to promote and protect the health of people in Georgia wherever they live, work and play. We embrace this mission by serving individuals, families, and communities to improve their health and enhance their quality of life.

Come join the team that's changing the face of public health. We are improving the health of Georgia one community at a time. We are focused on understanding community health challenges and developing smart solutions that allow us to make an impact in our community. We are a team of intelligent and committed individuals who are passionate about public health and serving northeast Georgia. If you want to make a difference in public health, you should join our team.

*In addition to a competitive salary, we offer a generous benefits package that includes employee retirement plan, deferred compensation, 12 paid holidays, vacation & sick leave, dental, vision, long term care, and life insurance.*

### **JOB RESPONSIBILITIES:**

Manages activities in IT fields such as electronic data processing, information systems technology, and electronic security. Oversees the development and implementation of IT projects and initiatives. Directs subordinate supervisors and staff.

- Running regular checks on network and data security
- Identifying and acting on opportunities to improve and update software and systems
- Developing and implementing IT policy and best practice guides in a complex, multi-site IT environment
- Designing training programs and workshops for staff
- Conducting regular system audits
- Running and sharing regular operation system reports with leadership staff
- Overseeing and determining timeframes for major IT projects including system updates, upgrades, migrations and outages
- Managing and reporting on allocation of IT budget
- Providing direction for IT team members
- Identifying opportunities for team training and skills advancement
- Attending DPH IT Managers meetings
- Liaison between District 2 Public Health and DPH Information Technology
- Expertise with Virtualization, SAN, Firewalls, VPNs, VoIP, Wireless, Mobile and multiple OS
- Planning and management of healthcare information systems

### **MINIMUM QUALIFICATIONS:**

Bachelor's degree in a related field from an accredited college or university AND Two years of directly-related supervisory/management experience OR Four years of directly related supervisory/management experience.

### **ADDITIONAL INFORMATION:**

To be considered for employment at District 2 Public Health you must complete an online application. This job application can be found at [www.dph.georgia.gov](http://www.dph.georgia.gov). Click on "About DPH" and then "Careers", locate position then click "Apply" to begin your application. Please make sure you have selected the specific job you are interested in and qualified for. You will receive an email or telephone call if you are selected to participate in the interview process. Please do not send hard copies of application materials. All information can be uploaded to the online system. Applications must include an email address and daytime phone number where applicant can be reached. Incomplete applications may not be considered.

Georgia Department of Public Health Commissioner and leaders encourages all employees to engage in regular wellness activities and to make lifestyle choices that promote health and well-being.

The use of wellness breaks during the workday is authorized to support this philosophy and assist employees in meeting their wellness goals. A maximum of 30 minutes in a given workday may be used to engage in wellness activities, generally in the form of two 15-minute breaks or one 30-minute break.

The candidate selected for this position may be subject to pre-employment drug screening and a criminal records check (fingerprinting). In accordance with Georgia's Drug Free Workplace Act, it has been determined that certain positions warrant pre-employment drug testing.

As an employee of D2PH, in the event of an identified emergency you may be required, as a term and condition of employment, to assist in meeting the emergency responsibilities of the department.

Due to the volume of applications received, we are unable to provide information on application status by phone or e-mail. All qualified applicants will be considered, but may not necessarily receive an interview. Selected applicants will be contacted by the hiring agency for next steps in the selection process. Applicants who are not selected will not receive notification.

This position is subject to close at any time once a satisfactory applicant pool has been identified.

District 2 Public Health is an Equal Opportunity Employer.

For more information regarding employment with District 2 Public Health please visit our website at [www.phdistrict2.org](http://www.phdistrict2.org).