

ZEBULON

NORTH CAROLINA

Zebulon

North Carolina



Invites your interest in the position of

IT Director



Are you an experienced information technology (IT) professional with expertise in strategic vision planning and enterprise infrastructure development? If so, the growing [Town of Zebulon](#) in desirable Wake County, NC, invites you to apply to be its *first* **Information Technology Director (IT Director)**. Zebulon's **IT Director** manages contracts for operational services, including cybersecurity, infrastructure, and networks, to ensure the proper maintenance, upgrades, and planned expansions. This professional is adept and experienced in ensuring compliance requirements (CJIS, ISO, PCI, PD) and collaborating with municipal departments to identify, prioritize, and address needs as part of IT governance.

Zebulon's IT Director will prioritize:

- Conducting a thorough analysis of the Town's IT needs, resources, and opportunities, developing, updating, and executing a strategic vision aligning with Town goals and priorities, and ensuring the Town's technology best supports its current and future needs.
- Developing and segmenting an IT budget from the Town's Administration budget.
- Establishing collaborative relationships with departments, Town leaders, and other stakeholders, creating a culture of transparent communication and trust.
- Evaluating the existing needs, resources (including contracts), and rules/compliance of the Town and advocating for changes to ensure sufficient enterprise infrastructure and cybersecurity.
- Utilizing best practices in municipal IT, promote the integration of technology into daily Town operations through planning, training, and consulting, and use metrics to measure department performance against critical departmental goals objectively.

This one-person department position will help alleviate responsibilities from staff accustomed to wearing many hats, a pivotal shift for the Town and its future. The **IT Director** will improve efficiency within the organization by streamlining hardware and software integration and introducing smart city aspects to automate and digitally transform Town services and processes. The successful **IT Director** is equally passionate about educating staff on the importance and value of technology integration and is skilled in gently and patiently guiding staff through changes and transitions.

About the Organization and Position:

The Town of Zebulon operates under a Council/Manager form of government. Zebulon's proposed [FY 23-24 budget](#) of \$22.3M supports 89 highly-skilled staff across seven (7) departments. Zebulon is committed to enhancing the quality of life of its residents by delivering excellent, friendly services and fostering collaboration within our community. With a focus on ensuring that Zebulon grows smart, maintains its small-town life, and has a vibrant downtown, the town's [strategic plan](#) provides strategic priorities for the next seven years.

Reporting to the Town Manager, the **IT Director** is responsible for improving and creating partnerships with Town departments. The **IT Director** will coordinate technology efforts with Wake County for Police, Fire, and Planning and oversee existing and future projects to ensure functional requirements are met and evaluate cybersecurity reviews.

Qualifications:

A bachelor's degree and appropriate certifications in information systems, computer science, or related fields are preferred but not required. The candidate's employment history must include well-rounded experience in IT. Preferred experience includes *five or more years* of successful and progressive levels of responsibility culminating in a management position in IT, with a title equivalent to Assistant Director, Director, CIO, etc. Certified Government Chief Information Officer (CGCIO) designation and local government experience are highly preferred but not required.

The Successful Candidate:

- is knowledgeable of trends and practices in managing functions and departments dealing with information handling, workflow and systems, multiple hardware platforms, and integrated information and communications systems; management and supervisory principles and practices; relevant state and federal laws, department rules, regulations, policies, and procedures related to personnel processes; principles and practices of operating and capital budget development, administration and oversight;
- balances the security of personal and organizational data with innovation, allowing the Town to be maximally effective and efficient while continuing to be a frontrunner in municipal information technology;
- is a visionary with the desire to innovate municipal operations across all departments and services;
- demonstrates the ability and desire to stay current with technology trends and integrate those into strategic and operational plans;
- has a collaborative, honest, and trustworthy work ethic and is successful in relationship development;
- has impeccable communication skills, both verbal and written and has the demonstrated ability to discuss technology in general terms with diverse groups of stakeholders;
- is experienced in developing and managing a budget, including managing innovative funding sources and collaboration with departments;
- is a successful problem solver, strategic planner, and thinker who makes effective decisions with evaluation, research, and reality testing;
- is a skilled trainer who can educate and equip staff (with diverse functions and a range of technical skills) on various software and systems and create unified team, vision, and technology goals for centralized and decentralized IT staff across the Town; and,
- has a track record of building sustainable, trusting relationships with coworkers, organization leaders, partners, and other stakeholders.



Employee Benefits

Annual Leave

Sick Leave

Petty Leave

Holidays

Maternity/Paternity Leave

Bereavement Leave

Civil Leave

Military Leave

FMLA Leave

Social Security Deductions

Workers' Compensations Salary

Supplement

Credit Union

Health Insurance

Dental Insurance

Vision Insurance

Supplemental Insurance

Disability Insurance

Life Insurance

Flexible Spending Accounts

Death Benefit

Retirement System/Deductions

Supplement Retirement

NC529 Plan

COBRA

About the Community:

With a population of 11,500, Zebulon is Wake County's easternmost town and is located just 20 miles from North Carolina's Capital City of Raleigh. Zebulon is a charming small town known as "*The Town of Friendly People*." Residents enjoy a small-town feel while having all the amenities and access to Raleigh's metropolitan area of 1.5 million people. Experiencing similar growth patterns to the region, the Town's population grows and diversifies by as many as seven people daily. Current strategic planning and development forecasts estimate that Zebulon's population will nearly double by 2030.

Wake County and its communities have received national and international rankings and accolades from publications such as *Money*, *Fortune*, and *Time* magazines as one of the best places to live and work. Its world-class healthcare, higher education, public school system (the largest in the state), and variety of entertainment provide ample opportunities for Zebulon's residents. Zebulon is bordered by four counties and boasts easy access to many points of interest, including Raleigh-Durham International Airport and Research Triangle Park. The town is approximately 3 hours from the mountains of North Carolina and 2 hours from Atlantic Coast beaches.

Salary and Benefits: The salary range for this position is \$88,898—\$137,827. The starting salary is dependent upon qualifications and experience. Zebulon offers a competitive benefits package that includes paid medical, dental, vision, and life insurance, a 5% contribution to a 401k, state retirement, 12 paid holidays, and birthday time off.

To apply, please visit

<https://www.governmentjobs.com/careers/developmentalassociates> and click on the **title of Information Technology Director – Town of Zebulon, NC**. **Please note the following:**

- All applications must be submitted online via the Developmental Associates application portal (link above)—NOT the town's employment application portal or any other external website.
- Resumes and cover letters must be uploaded with the application.
- Applicants should apply by **June 1st, 2024**.
- The Town Manager will invite successful semi-finalists to participate in virtual interviews and skill evaluation on July 18 - 19, 2024. Candidates are encouraged to reserve these dates for virtual meetings should they be invited to participate.
- Direct *inquiries* to hiring@developmentalassociates.com.

Zebulon is an Equal Opportunity Employer. Developmental Associates, LLC manages the recruitment and selection process for this position. To learn more about our selection process, visit <https://developmentalassociates.com/client-openings/>, select "*Client Openings*," and scroll down to "*Important Information for Applicants*."

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