



**EMPLOYMENT ANNOUNCEMENT**  
**Information Technology Manager**  
**January 20, 2023**

**POSITION SUMMARY:**

Under the general direction of the General Manager, this position is responsible for managing and maintaining all aspects of Agency's information technologies, including software applications, network security camera and phone systems and end-user computers. This position oversees solutions that are of value to the organization and creates plans from development to implementation and installation. Stays current with new technology, analyzes reports on trends and operational risks and opportunities for expansion and presents opportunities and solutions to management for consideration.

**APPLICATION PROCESS:**

Applications will be accepted until the position is filled.

Required application documents include a Cover Letter, Resume and Application packet. Application packets are available at [www.ghtransit.com/jobs](http://www.ghtransit.com/jobs). Submit all application material to [hr@ghtransit.com](mailto:hr@ghtransit.com) or by mail to 343 W. Wishkah Aberdeen, WA 98520 Attention Human Resources. Qualified applicants will be contacted by Human Resources via phone or email. Incomplete applications will not be considered.

**JOB LOCATION:**

**This is an Onsite position located in Aberdeen and Hoquiam, WA**

**COMPENSATION & EMPLOYMENT STATUS:**

Pay Range \$7,453 - \$9,059 per month, DOE. Position is Non-Represented, Fulltime, Exempt and not eligible for overtime.

**SUMMARY OF QUALIFICATIONS & SKILL REQUIREMENT:**

The Information Technology Manager is a new and exciting opportunity at a growing transit agency.

This position will be responsible for the overall planning, organization, and execution of all information technology within the organization and will report directly to the General Manager.

The IT Manager must demonstrate a high degree of accountability, lead with an innovative and inclusive mindset, incorporate vision and strategic planning to execute our agency's long-term goals, possess great interpersonal skills and can communicate with all levels of agency personnel, and demonstrate Grays Harbor Transit's Core Values in the workplace.

**Education and Experience**

Bachelor's degree in Information Systems, Computer Science, Engineering, or related field and five (5) years of progressively responsible network and systems administration including diagnosing, repairing, software/hardware, and virtual server expertise experience or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above

**Licensures/Certifications and Other Requirements**

A valid Washington State driver's license



See full job description for complete details at [www.ghtransit.com/jobs](http://www.ghtransit.com/jobs)

#### **BENEFITS:**

Grays Harbor Transit offers eligible employees a full benefit package, including:

- ✓ Medical, dental and vision coverage for employees and eligible dependents
- ✓ Basic life and Accidental Death & Dismemberment (AD&D) for employees and dependents
- ✓ Participation in Washington State Public Employee Retirement System (PERS) pension plan
- ✓ Paid time off including 15 to 35 vacation days per year depending upon date of eligibility and length of service, 12 days of sick leave per year depending upon date of eligibility, up to 88 hours of paid holiday with up to 8 hours of floating holiday time
- ✓ Option to enroll in additional benefits:
  - Voluntary Life and AD&D Insurance
  - Critical Illness, Accident and Hospital Indemnity and Short-term Disability Insurance
  - Flexible Spending Account and Dependent Care
  - Department of Retirement Systems Deferred Compensation Program
  - And more!
- ✓ Employee Assistance Program

Required application documents are a resume, cover letter, application packet and can be submitted to [hr@ghtransit.com](mailto:hr@ghtransit.com). Application packets are available at [www.ghtransit.com/jobs](http://www.ghtransit.com/jobs). Incomplete applications will not be considered. Qualified applicants will be contacted by Human Resources via phone or email.

**GRAYS HARBOR TRANSIT IS AN EQUAL OPPORTUNITY EMPLOYER**