



State of Washington
Department of Revenue
Exempt Employment Opportunity
1025 Union Ave. SE PO Box 47463
Olympia, WA 98504-7463
(360) 570-6181 TDD/TTY (360) 664-0580

ASSISTANT DIRECTOR, Information Technology

The Washington State Department of Revenue, located in Olympia, Washington, is searching for an experienced leader to assume the role of Assistant Director for the Information Services Division.

OVERVIEW:

The WA State Department of Revenue's mission is to fairly and efficiently collect revenues and administer programs to fund public services and advocate sound tax policy.

The Information Services Division strives to be a leader in innovation for state government. The division's primary mission is to provide information technology services, which support agency operational objectives and enable business solutions that deliver significant value to our internal and external customers.

POSITION OBJECTIVE

This position will provide the vision and leadership necessary to constantly advance the agency in the use of innovative business solutions. This position is the highest-level technology manager in the agency. The Assistant Director of Information Services is responsible for planning, coordinating and directing all information technology services and activities in the Department of Revenue.

POSITION RESPONSIBILITIES:

- Consult and advise executive management on information technology systems, policies, and programs.
- Provide strategic direction and oversight of information technology activities for the agency.
- Responsible for development of the agency's Strategic Technology Plan, Security Plan and Disaster Recovery Plan
- Manage statewide local area network system.
- Member of the Strategy Team which is comprised of all of the agency's Assistant Directors, Deputy Director and Agency Director which develops and sets agency policy and overall agency direction.
- Responsible for the coordination and delivery of computer technology training activities for the agency.
- Responsible for coordinating all voice and data communications for the agency.
- Manage the budget for information technology resources.

DESIRABLE QUALIFICATIONS:

- Demonstrated success as a leader, mentor and manager.
- Ability to communicate effectively and solve problems collaboratively and constructively with others, through innovation and creative leadership to support the agency and division's goals.
- Knowledge and experience with information technology management issues is preferred, but not required.
- Experience planning, monitoring and managing a large budget.
- Experience with regard to human resource management practices, including affirmative action and workplace diversity.
- A Bachelor's degree and experience managing a large staff.

COMPENSATION:

The starting salary for this position, depending on qualifications and experience, is between \$78,000-\$88,000. Washington State offers a full benefits package including medical and dental coverage, life insurance, retirement, and deferred compensation

LOCATION:

Located on the Puget Sound's southernmost tip, Olympia is home to the state capitol. Here you will find a city rich in history, culture and natural beauty. Olympia offers a big city with a small town atmosphere. Due to Olympia's location on Puget Sound and its easy access to the Cascade Mountains, Olympic Peninsula and the Pacific Ocean, the outdoor activities are endless. Being only 60 miles south of Seattle, many cultural and sporting events are within easy driving distance.

INTERESTED APPLICANTS SHOULD SUBMIT:

1. A letter of interest (no more than two pages) with a description of your demonstrated ability to meet the desirable qualifications;
2. A resume listing names of employers, dates of employment, job responsibilities and education;
3. A minimum of three employment references with current telephone numbers: and
4. The attached Profile Data sheet. Completion of this form is voluntary. Information gathered will be used for statistical purposes only and will be kept confidential.

This recruitment will be open from March 5, 2003 through March 19, 2003. We anticipate beginning interviews in early April 2003. To ensure consideration, please submit your resume packet to the following address:

DEPARTMENT OF REVENUE
OFFICE OF HUMAN RESOURCES
PO BOX 47463
OLYMPIA, WASHINGTON 98504-7463
ATTN: Eric Magbaleta

FAX: (360) 664-0658 or e-mail EricM@dor.wa.gov

The WA State Department of Revenue is an equal opportunity employer and actively supports diversity in the workplace. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application/testing process, or those needing this job announcement in an alternative format, may call Sandy Davis at (360) 570-6175 or TDD/TTY (360) 664-0580.

State of Washington
Department of Revenue
APPLICANT PROFILE DATA FORM

Completing this form will enable Washington State to assess the many talents and skills that are available throughout the workforce. To ensure equal employment opportunity, we ask your voluntary cooperation in responding to the questions below. This information will be treated as confidential, and will be available *only* to authorized personnel. Please review the Affirmative Action Definitions at the bottom of this page.

Name: _____ Date: _____

1. What race or culture do you consider yourself? *If you are more than one race, please check "Other Race".*

- Aleut Cambodian Filipino Hispanic Korean Spanish
 Asian Chinese Guamanian Indian Laotian Vietnamese
 Black Eskimo Hawaiian Japanese Latino(a) White

Other Race (specify indicate race or culture): _____

If you are more than one race, please also check "Multi-Racial" below and indicate your preference for Affirmative Action purposes:

Multi-Racial _____

(Affirmative Action Preference)

2. Are you: Male Female

3. Have you ever been on active duty in the U.S. Armed Services? Yes (if checked, see 3a and 3b) No

3a. Dates served: from: _____ to _____ 3b. Are you a disabled veteran? Yes (____ %) No

4. Do you have any physical, sensory, or mental condition that substantially (rather than slightly) limits any of your major life functions, such as: walking, speaking, seeing, hearing, breathing, working, learning, caring for oneself or performing manual tasks? Yes No

5. Do you have a physical, mental, or other health condition that has lasted six (6) or more months and which limits the kind or amount of work you can do at a job? Yes No

Date of Birth: _____ / _____ / _____

AFFIRMATIVE ACTION DEFINITIONS

American Indian or Alaskan Native. A person with origins in any of the original peoples of North America and who maintains cultural identification through documented tribal affiliation or community recognition.

Asian/Pacific Islander. A person with origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Islands. For example, China, Japan, Korea, Pakistan, the Philippine Republic, and Samoa.

Black/African-American. A person with origins in any of the Black racial groups of Africa.

Hispanic. A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin regardless of race. For example, persons from Brazil, Guyana, or Surinam would be classified according to their race and would not necessarily be included in the Hispanic category. This category does not include persons from Portugal, who should be classified according to race.

White/Caucasian. A person with origins in any of the original peoples of Europe, North Africa, or the Middle East.

Disabilities. For Affirmative Action purposes, people with disabilities are persons with a permanent physical, mental, or sensory impairment which substantially limits one or more major life activities. Physical, mental, or sensory impairment means: (a) any physiological or neurological disorders such as mental functions; or (b) any mental or psychological disorders such as mental retardation, organic brain syndrome, emotional or mental illness, or any specific learning disability. The impairment must be material rather than slight, and permanent in that it is seldom fully corrected by medical replacement, therapy or surgical means.

Disabled veteran. A person entitled to disability compensation under laws administered by the U.S. Department of Veteran Affairs for disability rated at 30 percent or more, or a person whose discharge or release from active duty was for a disability incurred or aggravated in the line of duty.

Vietnam-era veteran. A person who served on active duty for a period of more than 180 days, any part of which occurred between August 5, 1964, and May 7, 1975, and was discharged or released from duty with other than a dishonorable discharge.

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