



**The Town of Cedar Lake is
accepting applications for**

Deputy Technology Director – GIS Coordinator

Posted:	April 17, 2024
Deadline:	Until Filled
Job Function:	Deputy Technology Director – GIS Coordinator
Job Location:	Cedar Lake Town Hall, 7408 Constitution Avenue, Cedar Lake, IN 46303
Compensation:	This position has a salary range of \$60,000 - \$80,000. The salary for this position will be commensurate with education and experience.

Job Summary:

The Deputy Technology Director is responsible for the care of the information technology needs of the Town of Cedar Lake. This includes managing the Town's IT infrastructure including network, servers, and software, to meet the needs of the various departments. Responsible for developing and implementing IT policies, procedures, and standards ensuring compliance with information security best practices and regulations.

Desired Minimum Qualifications:

Any combination of education and experience providing the required skill and knowledge is qualifying. Typical qualifications would be equivalent to:

- High school diploma or GED
- Five (5) years of increasingly responsible related experience in the technology field or any equivalent combination of related education and experience

Skills & Knowledge

- Comprehensive understanding of IT systems, infrastructure, and operations,
- Proficiency with PCs, devices, mobile telephones, specifically mobile data units, computer software and applications, and learn new technologies as they become relevant
- Knowledge of computer network design and installation, network cable installation in relation to building codes, NFPA and ANSI/TIA standards and requirements
- Knowledge of Virtual Local Area Networks
- Knowledge and experience with CCTV and access control systems
- Ability to establish and maintain effective working relationships with employees, supervisors, other departments, Officials, and the public; ability to communicate effectively, both verbal and written.

Applicants will be required to take a pre-employment drug screening and pass a background check. Completed application and documents can be submitted in person to Town Hall, 7408 Constitution Avenue, Cedar Lake, IN 46303 or as a PDF attachment to jobs@cedarlakein.org. Applications are available at the Town Hall or the Town's website at www.cedarlakein.org.