

Date Posted: Monday March 24th, 2025

JOB OPENING ANNOUNCEMENT

Lancaster Area Sewer Authority is currently accepting applications for the following position:

INFORMATION TECHNOLOGY MANAGER

Department: 100 – Administration Office
Reporting Location: 130 Centerville Rd., Lancaster, PA
Rate of pay: TBD Based on Qualifications
Hours of work: 8:00 a.m. – 4:30 p.m. Monday-Friday
Requirements: See attached job descriptions
Additional information N/A

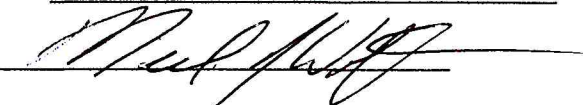
If you are interested in applying for this position, please read the following:

1. To be considered for employment, an "Application for Employment" must be completed. If you are currently employed at LASA and interested in applying for this position, complete an "In-House Application." Applications may be rejected if information is incomplete or inaccurate.
2. Before completing an application, review the job description to ensure you possess the knowledge, skills, abilities, and licenses/certifications that are required for the position for which you are applying. In accordance with the Americans with Disabilities Act, LASA will strive to provide reasonable accommodations for interested individuals with disabilities who would otherwise meet job requirements.
3. Completed applications should be returned to the attention of the Human Resources Manager at: hrmanager@lasa.org. All new hires will be required to successfully pass a physical exam and drug test as a condition of employment.
4. It is the policy of LASA to accept employment applications only when a Job Opening Announcement is posted. Applications of individuals who are not hired will remain on file for a period of two years.

Closing date and time for submittal of applications: OPEN UNTIL FILLED

<p style="text-align: center;">AN EQUAL OPPORTUNITY EMPLOYER</p> <p>Lancaster Area Sewer Authority complies with all federal, state, and local laws which prohibit discrimination based on race, color, religion, sexual orientation, gender identity, national origin, age, veteran or disability status, marital status, ancestry, genetic information, or any other legally protected characteristic.</p> <p style="text-align: center;">LANCASTER AREA SEWER AUTHORITY Participates with E-Verify</p>

Department Supervisor _____

Executive Director 

Position Title: INFORMATION TECHNOLOGY MANAGER

Department: Information Technology
FLSA Status: Exempt, Salaried
Reports to: Executive Director
Supervises: Network Administrator

General Summary: The Information Technology Manager leads, plans, and organizes all activities of the Information Technology (IT) department to ensure the effective, efficient, and secure operation of information technology processes and systems. The IT Manager will develop and implement the strategic IT plan and direct the department, provide oversight on IT governance, and assess professional development training needs. Work is performed under the administrative direction of the Executive Director.

Essential Duties and Responsibilities:

- Supervises and evaluates information technology staff. Schedule and assign work, establish work standards, procedures, and rules; evaluate performance; provide feedback; review and approve time sheets and leave requests.
- Develops strategic IT plans, identifying applications to support business plans or create new strategic options.
- Discusses strategy and departmental computer needs with management staff and oversees the execution of approved programs.
- Coordinates IT projects, system upgrades, and network expansion initiatives.
- Oversees the design, development, implementation, and maintenance of policies, systems, programs, and software to fulfill the needs of the Authority
- Administers and controls the information technology budget to contribute to a cost-effective operation.
- Stays informed about advancements in systems and hardware to ensure the integration of new developments into the Authority's future systems.
- Develops and maintains a disaster recovery plan.
- Oversees data center management and cloud integration.
- Ensures compliance with EPA, NIST, ISA/IEC 62443, and DHS critical infrastructure security standards.
- Develops an incident response plan and delivers cybersecurity awareness training.
- Manages role-based access controls (RBAC), multi-factor authentication (MFA), SQL databases, cloud storage, and backup/recovery procedures.
- Provide Authority employees with top quality, consistently available computer service, support training and maintenance of all computer systems used throughout the Authority.
- Directs procurement and installation of computer hardware and software, and all other products and supplies necessary, to keep computer systems operable and to fulfill management requests for computer support.

- Acts as liaison between hardware and software suppliers and Authority management for informational updates and problem resolution.
- Compiles and reviews records to determine department productivity, quality of output and cost of service. Develop methods to continually improve results.
- Identifies and understands day-to-day functions and operations, available data, required data, existing workflow, resources available and other pertinent elements and incorporates them into usable systems for Authority staff.
- Evaluates need for outside consultants in providing service contracts, additional repair service and any requested software and hardware services.
- Develop systems to protect sensitive company, employee, and customer data, ensuring compliance with relevant regulations and ethical standards.

Qualifications:

Education and Experience

- BS degree in Computer Science, Information Technology, or a related field. Ten or more years of work experience in a related field, including a minimum of 5 years of experience leading efforts with employee groups, IT program implementation and/or IT vendor management.

Required Knowledge, Skills, and Abilities

- Ability to maintain a clean and organized work area.
- Ability to interface with suppliers, vendors, contractors, and other stakeholders in a professional and courteous manner.
- Demonstrated experience participating in strategic IT planning and developing/managing a budget for an information technology department.
- Considerable knowledge of computer equipment, computer languages.
- Operation of computer systems already in residence at Authority Facilities.
- Ability to plan, investigate, and recommend alternative equipment and software that meet Authority needs and are within approved budgets, and coordinate installation of same when added to the system.
- Ability to establish and maintain effective working relations with others.
- Ability to express oneself, clearly and concisely, both orally and in writing.
- Ability to teach other employees necessary computer skills to ensure effective utilization of Authority computer systems.
- Ability to use all computer equipment to complete all job functions.
- Ability to adhere to and encourage compliance with safety standards and recognize safety warnings and hazards.

Physical Requirements:

- Lift/Carry up to 20 pounds frequently.
- Walk frequently.
- Sit frequently.
- Climb (stairs, ladders, ramps) occasionally.

- Stoop/ Bend frequently.
- Crouch/Crawl occasionally.

Environmental Conditions:

- Occasional exposure to dust, fumes, and odors
- Occasional exposure to extreme temperatures and adverse weather conditions
- Occasional exposure to noise/vibrations
- Electrical hazards

Working Conditions:

- Busy office environment
- Frequent interruptions
- Independently or with other staff
- Availability to respond to emergencies on a 24-hour basis

Education/Employment:

- Any combination of education and experience, which indicates possession of the skills, knowledge and abilities listed above. An example of acceptable qualifications for this position is completion of bachelor's degree in computer sciences or other related area with some specialized coursework. Possession of the experience cited in this guideline does not guarantee successful performance nor will it be used as the sole basis for hiring or promotion.

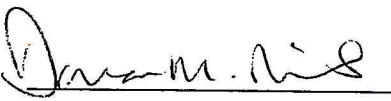
Required Licenses/Certifications/Credentials:

- At time of hire, valid PA Driver's License, Class C, and ability to meet and maintain eligibility for inclusion under LASA's vehicle insurance policy.

DISCLAIMER: The information included herein is intended to describe the general nature of the job position and level of work being performed by a person assigned to this position. It is not intended to be misconstrued as an exhaustive list of all duties and responsibilities, or knowledge, skills and abilities required to perform the job. Management retains the right to assign or reassign duties and responsibilities at any time.

Human Resources Department

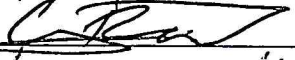
Date:

Reviewed by:  Date: 3/18/25

Union:

Accepted by:

 Date: 3/19/2025

 Date: 3/19/25

Kristin C. Green Date: 3/20/25

Tom Mutton Date: 3/21/25

Executive Director

Date: 3-21-2025

Approved by:  Date: 3-21-2025