



<b>Position</b>	Information Technology Specialist	<b>Opening Date</b>	March 6, 2024
<b>Salary</b>	\$55,000-\$80,000/ D.O.Q.	<b>Closing Date</b>	March 30, 2024
<b>Job Type</b>	Full-time		

### **Nature of work**

This blended role, titled Information Specialist, is pivotal as it merges IT work with essential business administration functions of the CRA. It necessitates a comprehensive grasp of budget management and the ability to execute projects within budgetary limits. The position focuses on optimizing the functionality of the organization's information systems, software, and hardware to support daily operations for end users. Additionally, it involves collaborating with vendors to ensure the confidentiality, integrity, and availability of information and to implement system improvements. This role underscores the significance of balancing IT expertise with keen community redevelopment insight to drive CRA success.

### **Working Conditions**

The position requires work in both office and field environments. Occasional business travel to CRA projects, sites, governmental agencies, consultant's facilities, and other locations may be necessary. The role also involves the flexibility to work additional hours as needed to meet job requirements.

### **Duties & Responsibilities:**

- Duties may include, but are not limited to, the following:
- Oversee and manage the CRA Budget, CRA IT budget, including tracking expenses, forecasting costs, and ensuring that projects are executed within budgetary limits.
- Lead IT projects from conception to completion, defining project scope, developing project plans, and coordinating with stakeholders to ensure successful implementation.
- Continuously evaluate and recommend improvements to the CRA's information systems, software, and hardware to enhance efficiency and align with the evolving needs of end users.
- Log and follow up on help desk requests, troubleshoot technical issues, and provide support to end users to ensure the smooth operation of IT systems.
- Collaborate with vendors to assess IT needs, negotiate contracts, and oversee the implementation of system improvements and upgrades.
- Prepare and maintain documentation related to CRA processes, procedures, and systems, including user manuals, technical specifications, and project documentation to assist the agency in distributing information effectively to the community.

### ***In addition to IT-related duties, the Information Specialist may also be responsible for:***

- Assisting with budget management and financial analysis.
- Supporting day-to-day operations and management of information of the CRA.
- Collaborating with other departments and other governmental agencies to ensure CRA goals are met.
- Assisting with administrative tasks such as preparing reports, streamlining standard operating procedures, and maintaining records.
- Providing support to other team members as needed.
- Contributing to the overall success of the organization through teamwork and collaboration.

### **Education, Experience and Other Requirements**

The Information Specialist role requires candidates to have experience in both IT and business administration, preferably in a supervisory or management capacity. To excel in this role, candidates should possess a Bachelor's degree in information technology, computer science, business administration, or a related field. Additionally, candidates should have at least 2-5 years of hands-on experience in IT management, project management, or a related field. Successful candidates will have demonstrated proficiency in budget management, vendor collaboration, and meticulous documentation preparation.



Candidates with a combination of experience, skills, and education that meet the required knowledge, skills, and abilities for this position may be considered.

**Certificates/Licenses**

The candidate is required to have a valid Florida Class E driver's license.

**Application Information:** All applicants must submit a cover letter, resume and supporting minimum requirement documents to [omnicra@miamigov.com](mailto:omnicra@miamigov.com).