

Job Posting: Technical Services Director

California Electronic Recording Transaction Network
Authority (CeRTNA)

Position number: TS-2023-001

Technical Services Director / Home-Based / Exempt

\$5,384.62 - \$5,769.23 bi-weekly / \$140,000 - \$150,000 annually

Vacation, Medical, Dental and Vision Benefits

Final Filing Date: December 15, 2023

Job Description and Duties

Under the Direction of the Strategic Operations Director, the Technical Services Director will be responsible for all aspects of the Technical Services Department.

- Remote Position, with periodic traveling required in CA, NV and UT
- Must pass DOJ and FBI Background clearance
- Managing, organizing, and executing IT operations, development and projects
- Identifying the organization's IT needs and adding updates and enhancements to current systems
- Setting goals, guidelines, protocols, timelines, and budgets for the IT department
- Solely responsible for the integrity and 24/7 continuous operations of the entire systems
- Ensuring the effective delivery, security, and recovery of networks and data
- Serve as technical liaison with the CA DOJ and client counties to ensure all standards are met
- Serve as technical liaison with external business partners such as vendors and suppliers, as well as developing RFPs
- Minimum Requirements: 5 years Hands-on Experience with the following: Microsoft SQL Server, Network Infrastructure, Microsoft Desktop/Server Operating Systems including Virtualization, and Microsoft Visual Studio + Development Skills

How To Apply

Send resumes and any supporting documents to exec@certna.com.

If you choose to not submit electronically, send to:

CeRTNA
Attn: Technical Director Position
701 Ocean Street, RM 230
Santa Cruz, CA 95060

Do NOT include ANY confidential information on any documents you submit for a job vacancy, such as your resume, or educational transcripts.

Confidential information that should be excluded or removed from these documents includes, but is not limited to, your Social Security Number (SSN), birthdate, student identification number, driver's license number (unless required), basis of eligibility, marital status, and age.

Possession of Minimum Qualifications will be verified prior to interview and/or appointment. If it is determined a candidate does not meet the Minimum Qualifications, the candidate will be withheld from the eligibility list, rendering them inactive and ineligible to be hired for the position.

Candidates are required to submit to a background investigation process utilizing Live Scan fingerprinting for FBI and DOJ clearance.

Equal Opportunity Employer

CeRTNA is an equal opportunity employer to all, regardless of age, ancestry, association with a member of a protected class, bereavement leave, color, disability (physical, intellectual/developmental, or mental health/psychiatric.), exercising the right to family care and medical leave related to serious health condition of employee or family member, child bonding, or military exigencies, engaging in protected activity, gender identity or expression, genetic information or characteristic, marital status, medical condition (cancer or genetic characteristic), military and veteran status, national origin (includes language restrictions), pregnancy, childbirth, breastfeeding, or related medical conditions, Pregnancy Disability Leave (PDL), race (includes hairstyle and hair texture, religious creed (includes dress and grooming practices), reproductive health decision making, sex/gender, and sexual orientation