

CITY OF BOWIE

Department of Information Technology

The Digital Transformation Coordinator is responsible for planning, implementing, and overseeing the City of Bowie's Smart City initiatives as outlined in the City's Smart City Framework. This role involves coordinating cross-departmental efforts to drive urban efficiency, improve quality of life for residents, and promote sustainable development through technology. The Coordinator works closely with city departments, external technology partners, the IT Committee, and other stakeholders to ensure that smart city solutions meet performance, security, sustainability, and inclusive standards. This position requires strong expertise in project management, technology integration, data analytics, and community engagement.

Key Responsibilities

- Guide the strategic direction for the city's Smart City initiatives, aligning projects with Bowie's goals of enhanced public service efficiency, cost reduction, and community engagement.
- Oversee implementation across various smart city projects, including infrastructure modernization, sustainable technology adoption, and data-driven decision-making improvements.
- Ensure all smart city initiatives adhere to the City's policies on cybersecurity, data privacy, and AI ethics, implementing best practices for data protection and ethical technology use.
- Serve as the liaison between the IT Department and the IT Committee, facilitating communication and alignment on technology initiatives. Attend monthly IT Committee meetings to update on project progress, gather feedback, and support collaborative efforts.
- Develop and manage Key Performance Indicators (KPIs) to track project outcomes, such as energy savings, public safety improvements, and resident satisfaction; provide bi-annual reports to city leadership.
- Work with the IT department, Public Works, the Police Department, and other city departments to ensure that smart city solutions are seamlessly integrated into city operations.
- Lead efforts by organizing forums, surveys, and other feedback channels to encourage resident participation and gather input on smart city projects.
- Collaborate with technology vendors, academic institutions, and other cities to stay informed on emerging smart city trends and innovations.
- Regularly assess smart city initiatives, recommend updates, and adapt the Smart City Plan to incorporate evolving technologies and community needs.

Education and Experience

- Bachelor's degree in public administration, urban planning, information technology, or a related field.
- At least 5 years of experience in project management, urban planning, or technology implementation, preferably in a public sector setting.
- Strong understanding of smart city technologies, including IoT, data analytics, AI, and digital platforms.
- Proficiency in managing data privacy, cybersecurity, and compliance requirements.
- Excellent communication skills, with the ability to engage a diverse set of stakeholders, including residents, city officials, and technology partners.

Preferred Skills and Certifications

- Master's degree in a related field.
- Relevant certifications in project management or smart city technologies.
- Experience with sustainable technology initiatives and community-focused technology projects.
- Knowledge of cloud-based platforms (e.g., Azure) and data integration tools.
- Sense of Humor

SALARY: \$76,361 Annually

EMPLOYEE BENEFITS: The City offers a robust menu of employee benefits, including medical, dental, vision, life, and long-term care insurance, a 401(K) with employer match, and a 457 savings plan. To optimize employee work/life balance, this position may include telework and flexible scheduling options.

HOW TO APPLY: Please visit the City of Bowie website at www.cityofbowie.org
All applicants **MUST** submit a completed City of Bowie employment application in order to be considered for this opportunity.

APPLICATION DEADLINE: October 10, 2025

A proud Equal Opportunity Employer, the City of Bowie is committed to providing a fair and inclusive work environment where all employees are valued and respected. This commitment is a vital part of the City's organizational culture and values.