**JOB INFORMATION**

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Information Technology Director</th>
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<tbody>
<tr>
<td>Department:</td>
<td>Information Technology</td>
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<tr>
<td>Reports to Position:</td>
<td>City Manager</td>
</tr>
<tr>
<td>Location:</td>
<td>City Hall</td>
</tr>
<tr>
<td>Effect. Date:</td>
<td>02/2019</td>
</tr>
<tr>
<td>Civil Service:</td>
<td>Yes/No</td>
</tr>
<tr>
<td>Bargaining Unit:</td>
<td>Non-Bargaining</td>
</tr>
<tr>
<td>Pay Grade:</td>
<td>NB Pay Scale</td>
</tr>
<tr>
<td>Overtime Status:</td>
<td>Salary</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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**JOB SUMMARY**

Provide a brief description as to the primary purpose of this job (no more than three to five sentences):

This position directs the operations and activities of the Information Technology Department with responsibility for articulating and nurturing a City-wide strategic information technology vision and coordinating technology activities. Provides strategic and tactical direction for the City’s information and technology efforts. Collaborates with the operating departments of the City to incorporate business process reengineering strategies in implementing IT functions in order to increase the quality and cost-efficiency of services rendered to the citizens of and visitors to the City.

**ESSENTIAL JOB DUTIES/WORK PERFORMED**

List essential job functions that comprise the job; describe in terms of actions (verbs) and desired outcomes in order of most important first:

- Provides proactive leadership in developing the City’s Information Technology vision and policy, ensuring that information technology resources are managed in a manner that implements the mission of the City and the priorities established by City Administration and City Council.
- Provides over-all management for the design, development, improvement and operation of the City’s enterprise network, including infrastructure, operating systems and applications development and implementation.
- Coordinate use of fiber system with outside vendors.
- Establish and maintain software licensing and updating (including making recommendations).
- Develop and recommend IT policies and updates.
- Investigate opportunities to strategically use technology to increase efficiency, reduce cost, etc.
- Act as liaison to outside IT contractors, oversee performance and compliance with contracts.
- Oversee cybersecurity measures for city.
- Develop, train, and manage a selected group of departmental staff to handle routine hardware and software-related issues and to act as IT liaisons for the organization.
- Maintain city web site (technical side-not content) and make or recommend updates as appropriate.
- Maintain user profile information-add/delete accounts, reset passwords, etc.
- Coordinate technology updates to take advantage of bulk pricing and technology advancements.
- Respond to emergency IT situations and take corrective actions as necessary.
- Supervise IT Tech and IT Coordinator positions as division grows.

**REQUIRED KNOWLEDGE AND SKILLS**

List key dimensions (measurements for success) for this position:

- Ability to direct, organize and supervise personnel
- Ability to work effectively with little or no direct supervision
- Ability to work independently and make effective use of time to accomplish multiple assignments.
- Knowledge of complex network software and hardware.
- Knowledge of computer security hardware and software
- Ability to work with variety of operating systems and software programs.
- Ability to make accurate technical computations using basic math and trigonometry.
- Ability to use spreadsheet and word processing computer software.
- Working knowledge of operating systems and their use in managing computer hardware and software
applications.

- Ability to understand and work from oral and written instructions and sketches.
- Ability to quickly learn and implement new software program upgrades.
- Ability to communicate with the public in a professional manner at all times.
- Ability to establish effective working relationships with fellow employees and the general public.

ESSENTIAL FUNCTIONS & PHYSICAL ABILITIES

List key relationships (to whom and the nature of the relationship) and leadership received and from whom associated with this position:

- Ability to interpret and comprehend work instructions from oral and written English communications.
- Ability to effectively utilize the English language for verbal and written communications.
- Skill in planning, organizing, and directing the development and maintenance of data processing and information services systems.
- Skill in performing general management functions relating to planning, budgeting and administration.
- Considerable knowledge of current methods and techniques of electronic data processing equipment and systems analysis.
- Thorough knowledge of software, hardware and computer operating systems (specifically Microsoft Windows Microsoft Office Professional).
- Thorough knowledge in information security, system architecture and risk management in an Information Technology environment;
- Thorough knowledge in security risk assessment and mitigation;
- Ability to develop and maintain an enterprise Disaster Recovery/Business Continuity (DR/BC) plan;
- Ability to train others in the use of computer operations and software applications;
- Ability to install new computers, hardware and software;
- Ability to recognize departmental needs and design automated data systems;
- Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;
- Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Ingenuity and inventiveness in the performance of assigned tasks.
- Physical ability to sit for extended periods of time at a computer work station.
- Physical ability to operate computers, telephones, photocopy equipment, and other general office equipment.
- Physical ability to operate a motor vehicle.
- Must not pose a direct threat to the health or safety of other individuals in the work place or citizens encountered during work.

QUALIFICATIONS

List the minimum requirements to be considered for this position:

- Requires a Bachelor's degree in business administration, computer science, computer systems analysis and programming, management information systems, or a related field, or an equivalent combination of education and experience.
- Requires a minimum of five years of experience managing information services, supervising the development of information systems, working with computer software, hardware and operations systems related to IT administration, or an equivalent combination of education and experience.

WORKING CONDITIONS

List working conditions for this position:

- Works in an office environment
- Works a standard work week
- May be required to work some overtime upon demand of workload

REQUIRED BACKGROUND CHECKS

List working conditions for this position:

- Sex Offender Registry
• Criminal Background Check
• Drug Screening
• Driving Record
• Pre-Employment Physical