

Title: Director of Information Technology
PG: PB2
Status: Non-Civil Service
Position Reports to: City Manager
Department: Information Technology

Class Code: 1082
Date: 09/08

GENERAL DESCRIPTION OF CLASS:

This is a highly responsible advanced administrative position with responsibility directing, planning and organizing all functions of the Information Technology Department. The Director is responsible for a considerable range of professional and technical work in directing enterprise level computer and applications systems and all related information technologies. The position further oversees interrelated communications technologies including WAN, LAN, conventional and IP telephony, WIFI and trunked radio systems. Considerable independent judgment, discretion, and initiative are expected for this level of management. Work is performed under the administrative direction of the City Manager.

ESSENTIAL FUNCTIONS:

1. Plans, organizes, directs and deploys staff, resources and operations of the Information Technology Department. Insures department goals and objectives are aligned with the City's vision, mission and values.
2. Analyzes and leads development of all aspects of City information technology functions including strategic planning, budgeting, staffing, succession planning, benchmarking and performance measurement. Determines equipment requirements, technology acquisition and use, systems development and modernization departmental structure, functional requirements and operational policies and procedures.
3. Ensures compliance with all applicable codes, laws, rules, ordinances, and associated regulations inherent in departmental operating procedures. Ensures the welfare of employees and protects the City's interest by maintaining a safe working environment.
4. Coordinates IT Department projects and activities with departments and others as needed. Analyzes and recommends alternative methods of providing information processing and telecommunications services.
5. Prepares performance reports, attends meetings and makes presentations as needed or as directed by the City Manager.
6. Meets with Department Heads to determine automation needs in line with new or revised business initiatives. Advises senior and executive staff on emerging technology and business strategies to improve productivity, functionality and service capabilities.
7. Coordinates procurement of technology systems and components.
8. Works jointly with Department Heads and others to implement Business Continuity/Disaster Recovery Plans.
9. Negotiates leases or uses charges with external parties for use of available IT/communications assets or resources that may be available to produce revenue streams or other just compensation.
10. Negotiates and administers contracts for various technology services; evaluates and resolves problems with vendor performance.

ADDITIONAL RESPONSIBILITIES:

1. Performs related work as required.

KNOWLEDGE, SKILL & ABILITIES:

1. Extensive knowledge of modern techniques, methods, procedures, concepts, principles, and practices of all aspects of information technologies and services, and the ability to apply that body of knowledge to enterprise architecture modeling.
2. Considerable knowledge of systems design and programming techniques.

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3. Thorough knowledge of modern telecommunications methods, concepts, principles, practices, and regulations as related to network communications and protocols, telephony, licensed and unlicensed radio frequency (RF) communications.
4. Thorough knowledge of personnel, finance, general office and business administration, and the ability to apply these disciplines.
5. Thorough knowledge of the principles of supervision, training and performance evaluation.
6. Ability to plan, direct, supervise, coordinate, organize, evaluate and monitor information/communications systems services, programs, and activities.
7. Ability to administer and manage a balanced budget.
8. Ability to prepare clear and concise written reports, evaluations, estimates and forecasts.
9. Ability to speak effectively in public to various audiences on subjects related to the IT Department's operations, mission, services, goals and performance.
10. Ability to establish and maintain effective working relationships.
11. Ability to operate various personal computer equipment, telephones, two-way radios and other common office equipment as necessary to complete essential tasks: proficiency in the use of common personal computer operating systems and use of common desktop applications such as spreadsheet and word processor.

WORKING ENVIRONMENT/CONDITIONS:

Requires sedentary work that involves walking or standing some of the time, exerting up to 10 pounds of force on a recurring basis, and routine keyboard operations.

The job risks exposure to no significant environmental hazards.

The job requires normal visual acuity, and field of vision, hearing, speaking, color perception, sense of smell, depth perception, and texture perception.

QUALIFICATIONS (EDUCATION, TRAINING, AND EXPERIENCE):

1. Graduation from an accredited four (4) year college or university with major course work in information systems, computer science, accounting, mathematics, public or business administration or a related field. Master's degree in any of the above disciplines is preferred.
2. Minimum five (5) years experience of a progressively responsible nature in direct or participatory management in the areas outlined in this job description.
3. An equivalent combination of education and experience that is determined to be directly related to the foregoing specific requirements may be substituted.
4. Knowledge of government organization, regulations and procedures, the principles and practices of public administration preferred.
5. Completion of Certified Public Manager (CPM) or completion within three (3) years.

SPECIAL REQUIREMENTS:

1. Must possess a valid state of Florida drivers' license.
2. Must maintain a valid home telephone number.
3. May be required to work overtime, or alternate hours, as necessary for the efficient operation of the department. Position may be designated as Mission Critical by Department Director.