INFORMATION TECHNOLOGY DIRECTOR

FLSA Status – Exempt
EEO Code – A/Officials and Administrators
Class Code - M140

GENERAL DESCRIPTION OF DUTIES

This position plans, directs and oversees the Information Technologies Department and the information technologies supporting the City's business needs. It is a "hands on" position responsible for not only formulating and deploying long-term strategic plans for efficient and cost-effective information and communication technologies, but also for technical maintenance on existing hardware and operational software when needs arise.

SUPERVISION RECEIVED

This position receives general supervision and direction from the City Manager.

SUPERVISION EXERCISED

This position exercises formal supervisory authority over information technology staff in such areas as assigning and reviewing work, evaluating performance, discipline, training, and recommending hiring and termination decisions.

ESSENTIAL DUTIES

The duties and responsibilities listed should not be construed to be all inclusive. The essential job duties will include other responsibilities as assigned and required.

1. Plans, manages, and directs information technologies for the City of McMinnville and contracted external services including analysis, development, and maintenance of systems.

2. Develops goals and objectives to meet the City's information technology needs on behalf of the City Department heads; proactively engages Department heads on a routine basis regarding IT activities, and assesses the effectiveness of provided services for individual department operations.

3. Prepares and administers a budget to achieve the stated goals and objectives.

4. Monitors the City's computer network function and performs systems management activities related to network troubleshooting, security, and backup of network programs and files.

5. Provides technical advice, training, and general systems support to all system users.

6. Analyzes and recommends improvements to existing computer systems, applications and hardware.

7. Coordinates the City's telephone services.

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8. Administers and negotiates vendor hardware and software procurement and maintenance contracts.

9. Reviews computer procurements to ensure compliance with City-wide standards.

10. Supervises technical staff, including the planning and assignment of work, performance evaluations, disciplinary action, and training.

11. Directs capacity planning, disaster planning and other systems engineering support.

OTHER DUTIES

May perform hardware and software installations.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge:
- Knowledge of the principles, practices and procedures of information systems, including systems design, systems analysis, programming and programming languages;
- Knowledge of wide area network design, fiber optics and network protocols;
- Knowledge of software and hardware,
- Knowledge of the principles and practices of management and supervision; and
- Knowledge of the fiscal policies related to budgeting and purchasing.

Skills:
- Skill in web page design, HTML, Java and other applications for web site creation and maintenance;
- Skill in project management; skill in designing, developing and delivering training programs; and
- Skill in problem solving and decision making.

Abilities:
- Ability to plan, organize and manage the functions and activities of an information systems program;
- Ability to organize and direct a comprehensive information systems program;
- Ability to develop short and long-range plans to meet established goals;
- Ability to prepare and administer a budget;
- Ability to evaluate the effectiveness of various computer applications and alternative systems;

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- Ability to communicate effectively with the public, members of other agencies, and employees;
- Ability to maintain effective working relationships with those contacted in the course of work; and
- Ability to work in a safe manner.

EXPERIENCE AND TRAINING

Requires a Bachelor's degree in information systems or computer science, business, or public administration, or a related field that includes major coursework in computer science; increasingly responsible experience in the analysis and management of information systems including direct user support and network management for an organization; and increasingly responsible supervisory experience; or any combination of experience and training which would likely provide the knowledge, skills, and abilities required to perform the essential job duties

WORKING CONDITIONS

Duties are primarily performed in an office environment. This position is subject to 24-hour call back for emergency situations and hours beyond the normal work schedule may be required.

PHYSICAL AND MENTAL DEMANDS

Physical exertion is required to lift equipment up to 40 pounds and carry equipment up to 30 pounds. Repetitive motion, sitting, grasping, and handling are frequently required. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations.

Approved By_____ **Date**_____
      (Department Director)

Adopted By_____ **Date**_____
      (City Manager)

Established: **10/94**
Revised: **05/98**
Revised: **05/01**
Revised: **09/15**