



JOB DESCRIPTION

Title: Information Technology Director

Department: Information Technology

Reports to: City Administrator

Pay Grade:

Date Adopted:

Previous Revision Date: N/A

Last Revision Date:

Type: ☒ Full Time

☐ Part Time

FLSA: ☒ Exempt ☒ Salary

☐ Non Exempt ☐ Hourly

Union: ☐ Yes

☒ No

Job Summary:

Responsible for performing, supervising, directing, coordinating, and maintaining the City's computer networks. Develop and maintain IT policies and standards. Provide policy, technical, and administrative support to all City network users. Ensure compliance and security.

Essential Functions:

1. Supervise employees within the IT Department. Interview, hire, and train employees. Assign and schedule staff duties and responsibilities. Direct, motivate, and evaluate personnel and their work. Handle disciplinary problems and assist with correcting any employee deficiencies. Schedule training to aid in developmental needs of staff.
2. Supervise and coordinate the preparation of an annual budget. Direct the implementation of the budget. Develop plans for future IT methods, equipment, and staffing requirements. Review and recommend expansion and replacement programs for projected capital replacement and improvement program. Track the budget to prevent overspending.
3. Review and approve payrolls, purchase requests for materials, supplies, or services in order to monitor and control budget expenditures; monitor revenue from revenue generating sources.
4. Maintain a disaster recovery plan for City information assets.
5. Develop and implement computer use and cyber security policies and procedures.
6. Liaising with other departments to determine and address their IT needs and requirements.

7. Update and maintain system documentation on all programs, procedures, and jobs. Monitor daily operations, including server hardware, software, and operating systems. Coordinate technology installations, upgrades, and maintenance.
 8. Keep current on developments and trends in information technology, computer systems, security and systems management.
 9. Respond to emergencies; coordinate manpower and equipment including the emergency procurement of materials, supplies, equipment, and workers from available sources.
 10. Attend professional development conferences, seminars, and classes.
 11. Employee must be able to be "on-call".
 12. Report to work within thirty-five (35) minutes for emergencies under normal driving conditions, as required.
 13. Employee must be able to work extended hours in an emergency.
 14. Attend staff and BPW meetings and City Council meetings as required.
 15. Operate Microsoft Word, Excel, Power Point, Gmail, etc.
 16. Operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 17. Keep confidential information confidential.
 18. Serve on City phone bank and provide administrative support as needed during Emergency Operations.
 19. Work the days and hours necessary to perform all assigned responsibilities and tasks. Must be available (especially during regular business hours or shifts) to communicate with subordinates, supervisors, customers, vendors, and any other persons or organizations with whom interaction is required to accomplish work and employer goals. Work may occur after normal business hours.
 20. Punctual and timely in meeting all requirements of performance, including, but not limited to, attendance standards and work deadlines; beginning and ending assignments on time; and scheduled work breaks, where applicable.
 21. Perform other work which is consistent with the essential functions of the job.
 22. Perform other duties as assigned.
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Education and Special License(s)/Certifications:

Bachelor's Degree with major course work in information systems, computer science, or a closely related field, plus five (5) years of experience in network systems development and analysis.

Experience:

Four (4) years of related work experience in electronic applications preferred. Two (2) years of supervisory experience preferred.

Skills:

1. Effective oral and written communication skills.
 2. Good listening skills.
 3. Ability to perform basic math and accounting skills.
 4. Organizational skills.
 5. Analytical skills.
 6. PC computer skills. (Windows-based word processing and spreadsheet software skills).
 7. Manual dexterity.
 8. Ability to work in environment with constant interruptions.
 9. Good typing and data entry skills.
 10. Reading.
 11. Good customer/public relations.
 12. Ability to work independently.
 13. Working knowledge of word processing, email, and calendaring computer software applications.
 14. Excellent interpersonal skills.
 15. Excellent grammar, punctuation, spelling, and proofreading skills.
 16. Supervisory and leadership skills.
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Mental Requirements:

1. Ability to read and comprehend city, state, and federal regulations.
2. Ability to analyze complex problems and recommend possible solutions.
3. Ability to speak before the public.
4. Ability to communicate effectively with staff, elected officials, and others.
5. Diplomacy and judgement.
6. Ability to organize files and retrieve data effectively.
7. Ability to learn and understand PC software applications.
8. Alpha and numeric recognition.
9. Ability to prioritize work.
10. Logical reasoning.
11. Patience.
12. Ability to carry out assignments through oral and written instructions.
13. Concentration.
14. Accounting principles.

15. Ability to compute basic math computations.
 16. Ability to work on several projects at once.
 17. Ability to read and comprehend City policies and ordinances, State, and Federal laws and regulations.
 18. Ability to train and guide others.
 19. Ability to exhibit tact, diplomacy, and judgment when dealing with co-workers, other City employees, and external contacts.
 20. Ability to analyze complex problems and recommend possible solutions.
 21. Ability to multi-task.
 22. Ability to work under pressure.
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Physical Requirements:

1. Ability to lift 20 pounds and transport 20 feet.
 2. Ability to make and receive phone calls.
 3. Visual stamina and acuity adequate to review alpha/numeric data and spend long periods looking at computer screen.
 4. Ability to operate basic office machines such as copy machine, computer, calculator, fax machine, cash register, etc.
 5. Hand and eye coordination adequate to input computer data and operate various office equipment.
 6. Ability to sit and be attentive for extended periods of time.
 7. Travel outside of office locally and out of state.
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Supervisory Responsibility (Direct and Indirect):

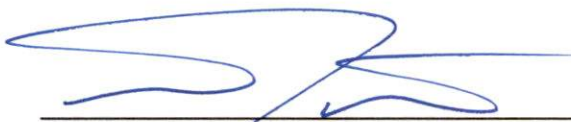
Direct GIS Coordinator
 Information System Programmer/Analyst
 Information Technology Coordinator

Indirect None

Disclaimer:

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed for individuals with this job title. However, this job description is not intended to be an exhaustive list of all qualifications, skills, efforts, duties, responsibilities, or working conditions associated with the position.

Approved:



Tobias J. Tempelmeyer, City Administrator

7/3/23

Date