

CLASSIFICATION ADDENDUM

Job Title: Information Technology Director

Classification Specification: Executive Manager

Barg Unit: Non

Pay Grade: E81

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

Essential Characteristics and Duties Addendum

The Information Technology Director performs duties planning, organizing and directing all information technology personnel, projects, processes, infrastructure, and systems, including telecommunications. Directs, plans, coordinates, and evaluates the operations of the IT Department in providing automated systems support to department users, in responding to service requests, and in developing new and upgrades approaches and solutions to information services needs; develops and administers the department budget; serves on the City Executive Team; researches, analyzes, and evaluates technology issues and developments; develops and administers contracts for automated systems services; reviews the work of contractors; advises the Management Team and individual departments on hardware and software acquisitions; coordinates with department users to define problems and develop automated system solutions; represents the City at the local, regional, and State level, by sharing automated systems technology, resources, and data. Performs related duties as assigned.

Qualifications Addendum

An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.

Training & Experience:

- In the field of computer science, public or business administration or related with increasingly responsible experience in automated system analysis, design, and development, including management and executive management experience.

Licensing Requirements:

- N/A

Knowledge:

- Network/client server technologies, PC's, computer applications and programming, and telecommunications architectures and systems;
- Theories, principles, and applications of information and telecommunications systems design, and systems analysis techniques,
- Management, and control of complex information technology systems, and security;
- Industry-standard practices for system, network, application, and business process documentation.

Skills: *(Demonstrated skill in performing the following)*

- Evaluating needs and establishing automated systems specifications;
- Determining efficient design of data structures, software applications and equipment interfaces.

Essential Characteristics and Duties Addendum
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Qualification For Grade Progression: N/A

Physical Requirements Addendum

Sedentary Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis. Travel as required.
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Addendum History

Created: 2012.01