CITY OF CONCORD
CLASS SPECIFICATION

CLASS TITLE: INFORMATION TECHNOLOGY DIRECTOR   JOB CODE: 1112
DEPARTMENT: INFORMATION TECHNOLOGY   TE: 2/08
REPORTS TO: CITY MANAGER

JOB SUMMARY:

The Information Technology Director is responsible for providing the leadership to achieve the city's information technology strategic plan and manage the city's information technology resources. The Director manages this activity across all functional and program areas within the city government.

ESSENTIAL JOB FUNCTIONS:

Ensures the dependability and security of the city technology infrastructure.

Develops, maintains, and implements long-range information technology strategies.

Trains, assigns, directs, supervises, evaluates, and disciplines personnel.

Troubleshoots technology problems and designs improvements.

Assists in the evaluation of short- and long-term IT needs for city departments; researches hardware and software; evaluates contracts; negotiates purchases; identifies opportunities for business reengineering and assists departments in applying technology toward best business practices.

Serves as city liaison to the Information Technology Advisory Committee; facilitates meetings, maintains meetings, and informs committee of department initiatives.

Maintains current knowledge of issues, trends, and developments in the field of Information Technology.

Develops and administers the department budget.

Develops and maintains city-wide IT policies and procedures.

Provides technology orientation for new personnel and technology training for city personnel, as appropriate.

Tracks, measures, and analyzes IT activities and progress.

Develops relationships with technology vendors.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Calculator	Laptop	Fax
Microsoft Office Products	Telephone	Cellular Phone

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree and advanced course work (Master's Degree preferred) from an accredited college or university in Computer Science or a closely related field; and, five or more years of progressively responsible related management experience; or any combination of education, training and experience, which provides the required knowledge, skills and abilities, required for the job.

Licenses and Certifications:

None

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Large, organization-wide strategic planning concepts and practices.

Computer systems, languages, database techniques, communications technology, and networking.

ERP, GIS, and CRM systems and concepts.

Advanced computer systems analysis and design.

Business and budgetary principles and practices.

Administrative principles and practices, including goal setting and program budget development and implementation.

Administration of staff and activities, either directly or through subordinate supervision.

Methods and techniques of research, statistical analysis, and report presentation.

Applicable state, federal, and local laws, rules, and regulations.

Skill in:

Using tact, discretion, initiative, and independent judgment within established guidelines.

Analyzing and resolving office administrative situations and problems.

Researching, compiling, and summarizing a variety of informational and statistical data and materials.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Planning, organizing, assigning, directing, reviewing, and evaluating the work of staff.

Selecting and motivating staff and providing for their training and professional development.

Preparing clear and concise reports, correspondence, and other written materials.

Mental and Physical Abilities to:

Read, analyze, and interpret professional periodicals and journals, technical procedures, and government regulations.

Write reports, correspondence, and procedure manuals.

Define problems, collect data, establish facts, and draw valid conclusions.

Interpret a variety of technical instructions with abstract and/or concrete variables.

Interpret a variety of instructions in written, oral, diagram, or schedule form.

Perform duties while sitting at a desk or table or while intermittently sitting, standing, stooping, walking, bending, or crouching.

Occasionally lift light or heavy objects.

Working Conditions:

Work is typically performed in an office.