



Job Description

Job Title: Information Technology Director **Department:** Information Technology
Date Issue: 04/16/2013 **Reports To:** City Administrator
Classification: Exempt **Wage:** Salary Grade 13

Position Summary

Directs the development and implementation of all City government information services, including data processing and networking, records management, and land information program. Performs related duties as required.

Essential Duties & Responsibilities

1. Directs the development and implementation of the information services plan for the City and formulates a regular updates of the plan.
2. Develops and maintains an inventory of computer hardware and software for each city department.
3. Assesses the effectiveness and cost efficiency of current programs and of potential new programs and recommends any needed changes to the IT Steering Committee.
4. Provides technical advice on the modification or acquisition of IT equipment. Consults with and advises City departments with respect to feasibility studies, systems procedures, and records control.
5. Develops and updates the City of Sheboygan IT policy manual.
6. Develops recommendation on whether to develop software applications internally or to purchase applications which are commercially available.
7. Coordinates the development of equipment and software specifications, oversees effective, efficient purchasing of best-choice alternatives, and coordinates implementation of the selected systems.
8. Facilitate and coordinate delivery of services in information networking and records management.
9. Organizes staff duties to carry out functions of department, develops staff position descriptions and coordinates staff selection process.
10. Evaluates staff performance and development.
11. Schedules projects for development.

12. Prepares the annual budget and manages expenditures during each fiscal year.
13. Develops and manages a City-wide information systems training plan.
14. Maintains appropriate information systems interfaces with state and municipal information systems.
15. Remains current on development in information technology and regularly updates City department heads and staff.
16. Develops and administers an information security and disaster recovery plan.
17. Prepares summary reports and recommendations on methods to improve efficiency within the City indicating scope, cost, timing, and possible alternative solutions.
18. Manages all information services vendor relationships.
19. Serves as ex-officio member on the IT Steering Committee.

Supervisory Responsibilities:

Carries out supervisory responsibilities in accordance with the City's policies and applicable laws. Responsibilities include hiring of employees; planning, assigning and directing work, appraising performance and rewarding and disciplining direct reports; addressing complaints and resolving problems.

Hiring/Promotion Clarification of Process: This individual recommends to the City Administrator, the appointment, promotion and termination of all employees in the IT department in accordance with the guidelines set forth by the City Human Resources Department.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily. The requirements listed below are representative of the knowledge required. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's Degree from an accredited college or institute of higher learning with a major in Computer Science, Information Technology or related fields. Eight to ten years of professional experience involving systems and procedures work and programming, with at least five years supervisory experience. An additional two years of experience in a position equivalent to Information Technology Manager may be substituted for up to two years' higher education on a year-for-year basis.

Required Knowledge, Skills and Abilities:

- Extensive ability in government computer and Information Systems.
- Considerable ability to establish and maintain effective working relationship with various units and sub-units of government, municipal officials, municipal employees and the general public.
- Experience in strategic and financial planning.

- Comprehensive knowledge of general office management methods and proficient use of standard and automated office equipment and software.
- Ability to make recommendations and provide leadership, advice and counsel to the City Administrator, department heads/managers, staff and committees.

Language Skills

Ability to read, analyze, and interpret complex documents. Ability to respond effectively to sensitive inquiries or complaints. Ability to write documents and presentations, using original or innovative techniques or style, to convey complex information in a format that can be easily understood. Ability to make effective and credible presentations to department heads, public groups, and other organizations and individuals at the local, state and federal level.

Mathematical Skills

Ability to prepare forecasts, calculate and understand various ratios, and perform analytical procedures.

Reasoning Ability

Ability to define problems, collect data, establish facts, analyze information, and draw valid conclusions or reasonable forecasts.

Work Environment/Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to sit. The employee is occasionally required to stand and walk. The employee must regularly lift and/or move up to 10 pounds.

Pre-employment Requirement

Job offers for this position are contingent on the individual passing a pre-employment drug screen.

The City of Sheboygan, Wisconsin is an Equal Opportunity Employer

In compliance with the Americans with Disabilities Act, the City of Sheboygan will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.