

ORGANIZATION:	City of Sherwood	DATE:	2008
LOCATION:	Sherwood, Oregon		
DIVISION:	Administration		
DEPARTMENT:	Information Technology		
FLSA STATUS:	Exempt		
JOB TITLE:	IT Director – Pay Group I		

PURPOSE OF POSITION:

Plan, organize and manage computer system development, implementation, maintenance, and operations to provide all City departments with effective computer services, systems, and applications. Assist with the development and management of Sherwood Broadband. Serve as a member of the City management team.

ESSENTIAL JOB FUNCTIONS:

Manage Information Technology day-to-day operations. Develop, review, approve and implement division work plans, services, policies, procedures and reports. Set performance standards.

Assist the City Manager with the planning and operations of Sherwood Broadband. Make customer contacts/visits to help promote and sell Sherwood Broadband services. This includes providing for day to day operations of the 4 divisions of Sherwood Broadband and making sure that the utility is in compliance with all federal, State and Local Laws. This also includes interface with the City attorney and any other requirement to make sure that the utility operates within all state and federal regulations.

Provide technical assistance/advice to City departments in the areas of data processing capabilities, needs assessment and hardware/software acquisitions. Provide instruction, answer questions and resolve problems of user departments.

Monitor performance of City's multi-user computer and local area network. Maintain system security and disaster recovery plans.

Maintain the reliability and integrity of the network by establishing and monitoring system standards. Oversee addition of new users to the network.

Manage staff to ensure City goals and objectives are met. Schedule, assign and review work. Provide opportunities for development training and performance coaching to employees. Conduct performance evaluations. Respond to employee issues and oversee disciplinary processes. Provide training and motivation to make full use of individual capabilities.

Work with IT staff to oversee plans for future automation needs. Evaluate capabilities of current and new systems and prepare annual automation plan and budget. Develop and/or modify computer applications/programs to satisfy requirements of City departments. Prepare program documentation and user instructions. Test and debug new programs to ensure proper operation.

Oversee the research, evaluation, selection and installation of computer software and hardware. Administer hardware and software maintenance contracts. Approve software and hardware purchases.

Develop long and short range goals and work plans for information services to the City. Actively participate in information services strategic planning and implementation. Serve as liaison to other departments and groups to communicate and formulate such plans.

Prepare, recommend and monitor department budget. Develop work plans, timelines and resource allocations for assigned projects. Monitor progress to ensure objectives are met.

Represent the department and/or City to the public and other organizations or entities as required. Provide leadership in emergency situations. Make presentations and provide comment and testimony. Protect the interests of the City and its citizens in all matters.

Maintain cooperative working relationships with City staff, other organizations and the general public. Follow all safety rules and procedures for work areas.

AUXILIARY JOB FUNCTIONS:

Provide assistance to other staff as workload and staffing levels dictate. Maintain proficiency by attending training and meetings, reading materials, and meeting with others in areas of responsibility. Maintain work areas in a clean and orderly manner.

JOB QUALIFICATION REQUIREMENTS:

MANDATORY REQUIREMENTS: Broad knowledge of computer science discipline, data processing systems, high level programming languages, systems analysis and design, network administration, PC applications software, and automation planning. Equivalent to a four-year university education in computer science and over five years experience, including 2 years supervisory experience, or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.

SPECIAL REQUIREMENTS/LICENSES: None.

DESIRABLE REQUIREMENTS: A+ and/or Microsoft certifications.

PHYSICAL DEMANDS OF POSITION:

While performing the duties of this position, the employee is frequently required to sit, stand, bend, kneel, stoop, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., and may infrequently require moving materials weighing up to 25 pounds. Manual dexterity and coordination are required over 50% of the work period while operating equipment such as computer keyboard, calculator, and standard office equipment.

WORKING CONDITIONS:

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises. Attendance at meetings requires working after normal business hours.

SUPERVISORY RESPONSIBILITIES:

Responsible for supervising 2-4 FTE. May provide training and orientation to volunteers, students and newly assigned personnel on site policies and practices.

SUPERVISION RECEIVED: Works under the direction of the City Manager.

THIS DESCRIPTION COVERS THE MOST SIGNIFICANT ESSENTIAL AND AUXILIARY DUTIES PERFORMED BY THE POSITION, BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, WHICH MAY BE SIMILAR, RELATED TO, OR A LOGICAL ASSIGNMENT FOR THE POSITION.