

CITY OF MARGATE, FLORIDA JOB DESCRIPTION

JOB TITLE: DIRECTOR OF INFORMATION TECHNOLOGY (Job Code 331).

GENERAL STATEMENT OF JOB

Under administrative direction provides comprehensive administration and coordination of technology systems, ensuring system security, integrity, and reliability for the city. Employees in this class have the complex responsibility for overseeing the coordination of technology for the City, and develop plans and strategies for continued and/or improved system efficiency. Work involves managing and ensuring the accuracy of tasks performed within the division. Position is administrative and authorizes installation and repair for system maintenance. Employees in this class have the considerable responsibility of budget preparation and administration for the division. Position exercises considerable latitude in independent judgment in areas such as program/system design, resource allocation, and training programs for personnel. Position maintains current knowledge of trends and improvements in the field.

ESSENTIAL FUNCTIONS

The following duties and functions, as outlined herein, are intended to be representative of the type of tasks performed within this position. They are not listed in any order of importance. The omission of specific statements of the duties or functions does not exclude them from the position if the work is similar, related, or a logical assignment for this description. Other duties may be required and assigned.

Coordinates installation, repair, and maintenance of all technology related functions and monitors system performance to ensure continuing efficiency for city departments.

Analyzes, evaluates and provides resolution for city needs in standardization, capacity planning, development policies, and cost justifications.

Functions as the primary information resource for the city and administrative personnel, communicating all aspects of the Information Technology division activities as necessary.

Monitors task performances of subordinate personnel and verifies usability of new and/or repaired equipment/software.

Maintains contact with vendors and outside agencies for the purpose of developing system enhancements, solving system problems, and negotiating acquisitions.

Develops, tests and debugs program coding to ensure proper functioning of applications and systems.

Analyzes city needs, and designs systems and applications to meet such, i.e., individual program development as integral parts of designed systems.

Attends various staff and city meetings as representative of the information technology division.

Manages software documentation tasks on new programs and application alterations, i.e., flow charts, descriptions, and instruction manuals.

Develops and implements annual division budget.

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Bachelor's degree in Computer Science, Engineering, or closely related field; supplemented by minimum five (5) years of progressively responsible work experience in the field, the majority of which shall be acquired in an administrative/supervisory capacity; or an equivalent combination of education, training, and experience that supplies the necessary knowledge, skills, and abilities.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Tasks involve frequent walking, standing, bending, some lifting and carrying objects of moderate to heavy weight (12-40lbs).

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, or composite characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes giving and receiving instructions, assignments and/or directions.

Language Ability: Requires the ability to read a variety of materials relevant to government, legal, and city administration operations.

Intelligence: Requires the ability to utilize long-range planning principles and methods. Requires the ability to analyze, plan, and draw valid conclusions in program management and prioritization.

Verbal Aptitude: Must communicate efficiently and effectively in standard English. Must speak with poise, confidence, and voice control.

Numerical Aptitude: Requires the ability to add, subtract, multiply and divide; calculate decimals and percentages; utilize algebraic formulas and descriptive statistics.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width and shape, and visually read various information.

Motor Coordination: Requires the ability to coordinate hands and eyes accurately in handling, sorting, and managing paperwork and documentation.

Manual Dexterity: Requires the ability to utilize a variety of modern office equipment. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Require the ability to differentiate between colors or shades of color.

Interpersonal Temperament: Requires the ability to deal with people from a variety of departments in both giving and receiving instructions. Must be able to perform duties when confronted with individuals acting under stress.

Physical Communication: Requires the ability to talk and/or hear: (talking: expressing or exchanging information by means of spoken words: hearing: perceiving nature of sounds by ear).

Environmental Requirements: Tasks are regularly performed without exposure to adverse environmental conditions, i.e. dirt, cold, rain, fumes.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of computer system mainframes, desktop computers, network systems, systems software, hardware functions, and various communications equipment.

Knowledge of appropriate programming techniques and languages for application development/adaptation.

Knowledge of application installation, integration, development and maintenance.

Knowledge of system and application design principles and procedures.

Knowledge of effective supervisory principles and techniques.

Knowledge of short and long range planning methods and principles

Knowledge of budget development and implementation principles.

Skilled in the use of information technology systems equipment and other peripheral equipment associated with system.

Skilled in the use of standard hand tools for performing general maintenance and installation tasks on system equipment.

Skilled in both written and oral communications for effective expression of concepts and proposals, and clarity in task assignment.

Ability to interpret/apply technical language/instruction.

Ability to provide/access current information relating to system installation and maintenance tasks required of department of both support staff and equipment.

Ability to apply analytical and interpretive skills to problem solving and system/application design.

Ability to exercise sound judgment and make independent decisions in accordance with established departmental policies and procedures.

Ability to establish and maintain effective working relationships with supervisor, support staff and other departments position interacts with.

Ability to analyze, organize and review work for efficient results and accuracy.

Ability to develop and provide oral presentation for large groups.

Ability to handle a multitude of diverse task simultaneously while maintain and attention to detail for the purpose of ensuring accuracy in task performance.

EQUAL OPPORTUNITY EMPLOYER

The City of Margate, Florida, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Margate will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job.

I have read and acknowledge receipt of this Job description.

Employee Name and Signature

Date