USE OF MODEL MUNICIPAL JOB DESCRIPTIONS

**Important Disclaimer:**

These model municipal job descriptions are provided to member towns/cities for use as a guideline and template for the creation of, or revision to, the town’s/city’s job descriptions. We have attempted to present comprehensive model municipal job descriptions, including all legally required aspects of each job. Those towns/cities who have labor unions may have to negotiate the implementation, or the impact, of these model municipal job descriptions.

**[Town/City] of \_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Director of Information Technology**

**Job Description**

|  |  |  |  |
| --- | --- | --- | --- |
| **Title:** | **Director of Information Technology** | **Number/Code:** |  |
|  |  |  |  |
| **FLSA:** | **EXEMPT** | **Salary Range:** |  |
|  |  |  |  |
| **Union:** | **N/A** | **Created:** |  |
|  |  |  |  |
| **Revised:** |  | **Revision No.** |  |

**Elected \_\_ Appointed \_\_ Hired \_\_**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**General Summary:**

Performs a variety of technical [, supervisory] and administrative work in direct oversight and control of [Town/City “information technology systems” or “the Department of Information Technology”]. Responsible for overall planning, organization and execution of all information technology functions, including implementation, security and maintenance of information technology systems; the provision of technical support for department users, strategic information technology planning and development of new technical solutions.

**Supervision Received:**

Receives general direction from [chief administrative/executive officer].

**Supervision Given**:

Supervises the following departments/divisions:

Supervises all employees [“of Department of Information Technology” or “employees performing information technology functions”].

**Examples of Essential Functions:**

# Plans, supervises and evaluates [“the Department of Information Technology” or “information technology”] activities and operations.

# Consults with [Town/City] departmental users to identify near and long term complex business needs; prepares and recommends comprehensive plan to provide technical solutions.

1. Develops and implements policies, procedures and work standards as necessary to ensure consistency and maintainability of technical solutions or implements directives from the [chief administrative/executive officer].
2. Participates in all hardware and software evaluations; assists in preparation or review of technical specifications for licenses, leases and purchases and assists in administration of related vendor agreements.
3. Directs and coordinates the installation of new hardware and software and the implementation of conversions, upgrades and modifications; prepares detailed time lines for installations and upgrades and implements effective project control by monitoring the progress and reporting the status.
4. Provides technical support to all [Town/City] departments; facilitates departmental access to technical information and appropriate outside technical resources; issues operating instructions and user manuals and provides related training as required.
5. Prepares and presents a proposed annual budget for the [“Department of Information Technology” or “performance of information technology functions”]; directs the implementation of the adopted budget.
6. Directs and supervises the selection, training, assignment, scheduling, evaluation and discipline of [“Department of Information Technology employees” or “employees performing information technology functions”]; administers personnel rules and regulations and collective bargaining agreements for [“Department of Information Technology employees” or “employees performing information technology functions”].
7. Directs the development and maintenance of systems, records, and documents that provide for the proper evaluation, control, and documentation of information technology activities and operations,
8. Prepares, submits and presents narrative, technical and statistical reports to [chief administrative/executive officer]; attends meetings of [insert appropriate committees, commissions].
9. Attends seminars and conferences, and participates in professional information technology and public administration activities to remain current on developments in relevant fields.
10. Maintains positive working relationships with [Town/City] officials, department heads and managers; promptly and cordially responds to departmental requests for service or assistance.
11. Identifies and pursues funding and other resources; directs, reviews, drafts as necessary, and approves grant proposal packages; assists in the preparation, review and administration of vendor contracts and agreements.

**Other Job Functions:**

1. Perform all related work as needed.

**Minimum Qualifications:**

**Education & Experience:**

1. Graduation from an accredited college or university with a Bachelor's degree with a major field of study in: Computer Science or a closely related field is required; Master’s degree in Computer Science preferred.
2. \_\_ years of increasingly responsible experience in the information technology field, including a minimum of \_\_ years supervisory experience at a unit or division level.
3. Suitable experience may be substituted for education attainment if deemed appropriate by the [Town/City Manager] or his/her designee.

**Knowledge, Skill and Ability:**

1. Thorough knowledge of current technology pertaining to financial and human resource management systems.
2. Thorough knowledge of office automation hardware and software.
3. Considerable knowledge of enterprise networks.
4. Considerable knowledge of contract administration and purchasing.
5. Skill in financial and human capital management.
6. Skill in the operation of a variety of platforms, including [insert platforms].
7. Ability to plan, direct and evaluate work of department or unit.
8. Ability to understand and resolve complex information technology problems.
9. Ability to evaluate technology needs and prepare detailed reports, plans and specifications, and communicate highly technical information to laymen.
10. Ability to compose clear and correct written correspondence and reports; ability to effectively present information verbally and respond to questions from groups of local officials, department heads, employees, vendors and the general public.
11. Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures and government regulations.
12. Knowledge of contract administration and public administration and public purchasing procedures for information technology equipment and systems.
13. Knowledge of cyber security and HIPAA protocols.

**Additional Eligibility Requirements:**

1. Valid, active Motor Vehicle Operator’s license required.

**Physical Demands:**

The physical demands here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the essential functions of this job, the employee is frequently required to stand, walk; use hands and fingers, handle or operate objects, controls or standard office equipment, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

The employee must frequently lift and/or move up to **X** pounds, and occasionally lift or move up to **Y** pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**Work Environment:**

This job operates in a professional office environment with [regular or occasional] related field work. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

While performing the duties of this job, the employee may occasionally work in outside weather conditions. The employee may occasionally work near moving mechanical parts; in precarious places; may occasionally be exposed to wet and/or humid conditions, extreme cold, extreme heat, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration. The noise level in the work environment is usually quiet in the office, and moderately noisy to noisy in the field.

**Position Type/Expected Hours of Work:**

This position is [choose one]:

[at will]

[collective bargaining unit member]

[town contract]

[elected]

This is a full time position and hours of work and days are \_\_\_\_\_\_\_\_\_. This position [occasionally/regularly] requires long hours beyond those scheduled hours, including evening and weekend work as job duties demand.

**Travel:**

Travel is primarily local during the business day, although some out of the area travel and overnight may be expected for conferences and seminars.

**Other Duties:**

Please note this job description is not designed to cover or contain a comprehensive listing of functions, activities, duties or responsibilities that are required of the employee for this job. Functions, duties, responsibilities and activities may change at any time with or without notice.

EEOC STATEMENT:

It is the policy of the [Town/City] of \_\_\_\_\_\_\_\_\_ to provide equal employment opportunity to all persons regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, the [Town/City] of \_\_\_\_\_\_\_\_\_ will provide reasonable accommodations, that do not present an undue hardship, for qualified individuals with disabilities.