DEPUTY FINANCE AND TECHNOLOGY DIRECTOR – INFORMATION TECHNOLOGY

Purpose:

To actively support and uphold the City's stated mission and values. Responsible for the day to day operations of the Information Technology Division of the Finance and Technology Department. Provides direction to staff and makes complex technical decisions in the areas of equipment and system software procurement, system evaluation and support services as well as provide complex administrative support to the Finance and Technology Director.

Supervision Received and Exercised:

Receives direction from the Finance and Technology Director and from the City Manager's Office.

Exercises direct supervision over professional, supervisory, technical and clerical staff.

Position Information:

The Deputy Finance and Technology Director – Information Technology is responsible for directing and coordinating staff activities in applications, systems, database, technical services, telecommunications, infrastructure, business strategy, customer support and operations of the Information Technology Division of the Finance and Technology Department. The Deputy Finance and Technology Director – Information Technology determines divisional policies; plans long term programs; manages the division's budget and handles complex administrative duties.

In addition, the Deputy Finance and Technology Director – Information Technology assists in developing and promoting a solid relationship with the general public; City Council; City Manager; boards and commissions; various employee groups; other City departments; and other government entities.

Essential Functions:

Duties may include, but are not limited to, the following:

- Develop, plan and manage all aspects of the Information Technology (IT) Division of the Finance and Technology Department; recommend goals and objectives;

- Direct the planning, use and implementation of technical and system resources;

- Maintain an understanding of the needs and changing priorities of other City Departments and Divisions through ongoing interaction with customers and Departmental staff; focus on creating technological solutions to customer's problems and information needs;

- Assign work activities, projects and programs to appropriate staff members; review and evaluate the effectiveness of current work products and methods;

- Conceptualize, implement and deliver multiple projects on time and within budget; recommend strategic and tactical plans for the effective and efficient utilization of various information technologies; prepare the division budget based upon these plans;

- Set policies to ensure the integrity and privacy of data and the security of all systems;

- Consult with management to determine boundaries and priorities of projects and to ensure consistency of plans with overall City direction and needs; assist in developing strategic information technology plans in accordance with direction set forth by City management;

- Research and recommend the acquisition of software, toolsets and equipment in support of specific applications;

- Oversee timely and accurate project accounting and report generation for all development projects and production systems; oversee the preparation of RFP's, the evaluation of proposals and selection of appropriate vendors;

- Direct, advise and oversee staff in the implementation and operation of division activities; conduct and review performance evaluations; participate in interviewing, hiring and training of employees; plan and direct work assignments;

- Have a strong commitment to value diversity in the Department and the City;

- Perform other duties as required.

Minimum Qualifications:

Experience:

Five years of increasingly responsible professional experience in information systems, planning and development; database design; technical support; telecommunications; and/or administration, including three years of administrative and supervisory responsibility in information technology or directly related to the core functions of this position.

Education:

A Bachelor's degree from an accredited college or university with major course work in computer science, systems engineering, business administration or a degree related to the core functions of this position. A Master's degree is preferred.

Licenses/Certifications:

None

Examples of Physical and/or Mental Activities:

Pending

Competencies:

Pending

Job Code: 016

Status: Exempt / Unclassified