

**CITY OF STUART
JOB DESCRIPTION**

Title: INFORMATION SERVICES DIRECTOR

Department: Information Services

Job Code: 1090

Grade: 1124

Exempt Status: Exempt

CHARACTERISTICS OF THE CLASS

Under direction of the City Manager performs professional and executive level work of technical difficulty in the management of Programming data, Telecommunications systems and Networks. Incumbent in this position supervises professional and semi-professional staff in the field of computer science. The position is responsible for budgeting, planning, designing, acquiring, implementing, maintaining securing the City's information and telecommunications systems Work is reviewed through oral and written reports and conferences for adherence to established policies and departmental rules. Position requires a considerable amount of independent judgment.

EXAMPLES OF ESSENTIAL FUNCTIONS

1. Provides system administration and technical support for essential databases including financial, human resources, purchasing, fixed assets, utility billing, cash receipting, permitting, code enforcement, occupational licensing and budgeting.
2. Provides system administration and technical support for office productivity (word processing, spreadsheet, and relational database management & presentation systems) electronic mail, telephone and fax, document imaging, time and attendance, virus protection and geographic information systems.
3. Designs and maintains file system and user setups/logins
4. Provides overall leadership, supervises and instructs staff in the installation/removal, repair and maintenance of data and telecommunication equipment and networks.

5. Anticipates, identifies, and recommends opportunities for improving the effectiveness and efficiency of information systems for the City.
6. Develops appropriate procedures for maintaining the security and integrity of data to include network access privileges for users, nightly and emergency backups, virus protection, firewall maintenance, uninterruptible power sources, and enforcement of standards and policies.
7. Designs and maintains Internet (World Wide Web) and Intranet sites for public and employee access to records, forms, and documents.
8. Develops and updates a long-range technical strategy plan and continuity and contingency plan for essential systems in pre- and post- disaster situations.
9. Prepares a departmental annual budget. Procures new hardware and software, administers support/maintenance contracts with vendors, and develops equipment specification standards.
10. Provides formal technical training sessions and materials and informal instruction on the use of equipment and programs.
11. Handles specialized requests for information and produces reports for commissioners, city manager, other department heads and the public as needed.
12. Maintains inventory and coordinates disposal of surplus equipment through bid offerings and employee computer lotteries.
13. Responds on-call to data emergencies as they arise.

NOTE: The examples of essential functions as listed in this classification specification are not necessarily descriptive of any one position in the class. The omission of an essential function of work does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

REQUIREMENTS

A. Training and Experience:

Bachelor's Degree (Master's preferred) in Computer Science, business administration or other relevant field with extensive technical training and experience (minimum five years) in the supervision of staff, operation and maintenance of networks and relational database management systems, planning and budgeting or an equivalent combination of education, training and experience. Professional certification as system engineer, network engineer, or database administrator preferred.

Possession of a valid Florida Drivers License as required for the position.

B. Knowledge, Abilities and Skills:

Knowledge and understanding of modern office practices and procedures and standard office automation equipment

Knowledge of current trends and developments in computer hardware and software applications.

Knowledge of networks, servers and PC hardware and software systems.

Knowledge of telephone and facsimile transmission systems.

Ability to utilize problem-solving capabilities when dealing with large, complex computer software systems.

Ability to research technical and complex items and present findings effectively in oral or written reports.

Ability to establish and maintain effective work relationships with other employees, City officials and the general public.

Ability to communicate effectively, orally, in writing, and to write concise and clear reports.

Ability to work professionally with staff and subordinates supervising, providing leadership, guidance and instruction.

Skilled in the operation of motorized vehicles under adverse conditions.

C. Physical Requirements:

Task involves frequent walking, standing, bending, stooping, kneeling, stretching, reaching; lifting, moving and carrying objects of moderate to heavy weight (50+ pounds) and standard dexterity in the use of eye-hand coordination, fingers, limbs or body in the operation of equipment. Task may involve extended periods of time at a desk or keyboard within close quarters.

D. Environmental Requirements:

Task may require infrequent exposure to adverse environmental conditions.

E. Sensory Requirements:

Task requires sound perception and discrimination.
Task requires visual perception and discrimination.
Task requires oral communications ability.
Task requires odor perception and discrimination.
Task requires color perception and discrimination.

Approved: _____ Date: _____
Human Resource Director

Approved: _____ Date: _____
City Manager

Received by: _____ Date: _____
Employee