



HUMAN RESOURCES DEPARTMENT

POSITION DESCRIPTION

TITLE: Assistant Director of Information Technology **LAST UPDATED:** Nov. 4, 2013
DEPARTMENT: Information Technology **JOB CLASS:**
REPORTS TO: Director of Information Technology **FLSA Designation:** Exempt

Summary: Under general direction of the Information Technology Director, the Assistant Director oversees the administration and supervision of the Geographic Information Systems Division and the Enterprise Technology Division of the Information Technology Department. This includes the development and implementation of policy, supervision of professional personnel, planning and organization of services to support all city departments, and development of administrative procedures. This also includes responsibility for development and oversight of a Project Management Office and all project functions supporting IT and City Departments.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbent(s) in this position. Incumbent(s) may not be required to perform all duties in this description and incumbent(s) may be required to perform position-related tasks other than those specifically listed in this description.

- Manages the day-to-day functions of the Enterprise Technology and GIS Divisions.
- Plans, recommends, and executes changes in organization methods and procedures for improvement in efficiency and services to all city departments.
- Performs long range planning for GIS and Enterprise Technology services.
- Represents the Information Technology Department to City Departments and to citizens, vendors and associations as an executive member of Information Technology.
- Keeps abreast of changing trends and technologies in information technology operations, and implements policy and procedure improvements as appropriate.
- Makes recommendations for maximizing fiscal effectiveness and efficiency.
- Ensures compliance with IT and City policies.
- Works with the Director and other executive and management staff to develop long-range and strategic plans for Information Technology services.
- Approves invoices, budget transfers and other financial documents, prepares and monitors GIS and Enterprise Technology Divisions' annual operating budget; makes recommendations for maximizing fiscal effectiveness and efficiency.
- Hires, plans, manages, and evaluates the work of GIS Coordinator, GIS personnel and Enterprise Technology personnel.
- Designs, plans, implements, evaluates and improves Project Management processes in Information Technology.
- Establishes goals and objectives for GIS and Enterprise divisions.
- Counsels, disciplines, evaluates, and directs assigned staff.

Other Important Duties:

- Travels to assigned meetings, presentations, conferences and training.
- Installs, maintains and troubleshoots system hardware.
- Represents the Information Technology Department at various functions as assigned.
- May be required to work irregular hours.
- Research current industry trends, new technologies, innovations and related legislation.
- Performs other related duties as assigned.

Knowledge/Skills/Abilities:

- Knowledge of principles and practices of GIS analysis and cartographic design.
- Knowledge of principles and practices in database administration preferred.
- Knowledge of principles and practices in project management.
- Knowledge of principles and practices in application lifecycle management.
- Knowledge at the architectural level of software development disciplines, specifically as it relates to Microsoft and ArcGIS.
- Knowledge and skill in the preparation and oversight of budgets.
- Skill in principles of computer technology, systems analysis and design.
- Ability to prepare clear and concise reports.
- Knowledge of departmental and city rules, regulations and procedures relevant to information systems and services.
- Knowledge of general structure of computer hardware and software.
- Ability to communicate clearly and concisely, both verbally and in writing.

Required Education, Training, Experience, Certificates, and/or Licenses:

- Training equivalent to a Bachelor's degree from an accredited college or university with major coursework in Computer Sciences, Information Systems, programming or related field plus five (5) years progressively responsible experience in system administration or geographic information systems.
- Five (5) years supervisory experience preferred.
- Must possess State of Texas Drivers License.

Conditions of Employment

- Must pass MVR check.
- Must pass pre-employment drug screening test.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to occasional bending, reaching, kneeling and lifting when installing or inspecting integrated hardware and software used by City departments.
- May be subject to long periods of standing while training other employees.
- May be subject to sitting for long periods of time while performing functions of the position.

Equipment:

- Ability to operate a variety of office equipment including but not limited to personal computer, plotter, scanner, calculator, telephone, and general office equipment, etc
- Knowledge of various GIS related hardware such as GPS units and large format plotters.

Approved By:

Signed by Curt Balogh, Director of Information Technology

Curt Balogh, Information Technology Director

11/19/2013

Date

Shannon Allyn, Human Resources Generalist

11/19/2013

Date