

South Jordan City

Job Description

Title: Chief Technology Director **Effective Date:** 2/1/16
Org: 100310 **FLSA:** Exempt/Executive
Pay Grade: E-3 **Workers Comp:** Clerical

This is an “at-will” position. The employee or the City may end the employment relationship at any time, with or without cause or explanation.

GENERAL PURPOSE

Responsible for development, implementation, and maintenance of application systems, operation of the centralized data processing center, and maintenance of acceptable service levels for City users. Oversee the cost-effective utilization of technology resources. Work is performed with considerable independence and judgment, subject to review on the basis of results achieved.

SUPERVISOR

Chief of Staff

POSITION(S) SUPERVISED

Lan/Web Developer
Senior IS Tech
IS Tech
GIS Coordinator
GIS Specialist
Systems Administrator

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Mentor employees to influence attitudes and skills to assure professional success within South Jordan City.

Hire and mentor Information Services technicians and GIS personnel.

Recommend long-range and short-range management systems plans and budgets to City management.

Approve staff recommendations on major systems development and/or research projects.

Consult with and advise other division and department heads on information technology management needs, problems, and solutions.

Direct the purchase and installation of hardware, software, and communication services.

Develop, prepare, and monitor technology budget.

Responsible for all aspects of City Information Systems architecture, analysis and application development to ensure efficient network operations.

Responsible for the management, operation, and fiscal welfare of Mulligan's Golf and Games and the Aquatics and Fitness Center.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelors Degree in Computer Science, Business Administration, or related field. MPA, MBA, or other Masters Degree preferred;

AND

B. Six (6) years of progressive experience in managing functions and departments dealing with information handling, work flow, and systems, with at least three (3) years of supervisory experience;

2. Special Qualifications:

Valid Utah Class D Drivers License

3. Knowledge, Skills, and Abilities:

Principles, applications, and techniques of electronic data processing systems. Computer system design, programming, and operations. Computer hardware and software systems planning and technical support functions. Principles and practice of business and public administration. Principles and practice of personal management and supervision. Budget preparation and monitoring. Negotiating with vendors including services providers. Business principles and techniques of administration, organization, and management to include an in-depth understanding of key business issues that exist in the municipal sector.

Perform a broad range of supervisory responsibilities over others. Establish a plan for and use technical and staff resources. Work cooperatively with others. Communicate orally in the English language with customers, clients, and the public using a telephone or in a one-on-one or group setting. Produce written documents in the English language with clarity-organized thoughts with proper sentence construction, punctuation, and grammar. Review or check the work products of others to ensure conformance to standards. Comprehend and make inferences from written material. Establish a leadership style which promotes empowerment and accountability.

Experience should also include substantial exposure to both in-house and shared or outsourced systems, multiple hardware platforms, and integrated information and communications systems. Specific experience with practice management, financial management and clinical management information systems is desirable.

4. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, such as walking, standing, stooping, sitting and reaching, not generally involving muscular strain. Continuous talking, hearing and seeing required in the normal course of performing the job. Common eye, hand, finger dexterity required to perform essential functions. Mental application utilizes memory for details, verbal instructions, emotional stability, critical thinking and creative problem solving. Periodic travel required in normal course of job performance.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not

prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.

Human Resources Use Only

Job Class:	Clerical Exempt	EEO-4 Class:	Official/Adm
Location:	Information Services	EEOP Class:	Official/Adm
Group/BU:	General Pay Plan	Tech-Net Match:	865