

South Jordan City

Job Description

Title: Director of Information Technology
Org: 100310
Pay Grade: 31

Effective Date: 8/4/2021
FLSA: Exempt/Executive
Workers Comp: Municipal

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

Support and implement the City’s vision and mission. Manage the day-to-day operations of the Information Services Division in accordance with the City Manager’s direction and Service Values. 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.

SUPERVISOR

Director of Administrative Services

POSITION(S) SUPERVISED

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

ESSENTIAL JOB FUNCTIONS

Meet performance standards established with the employee’s manager.

Job attendance is required, except for authorized leave.

Responsible for the effective administration of assigned department and all department activities.

Implement ordinances, resolutions, rules and regulations, directives, and service levels within established budget parameters.

Responsible for planning, organizing, supervising, and directing the operations of the department and for the full and effective use of assigned personnel, equipment, and financial resources.

Establish and maintain department goals, priorities, and work plans consistent with the goals and priorities of the city council and city manager.

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 directors on information technology management needs, problems, and solutions.

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

Review Date: 8/4/2021

Conduct performance evaluations of department employees in accordance with the human resources policies and procedures of the city.

Implement risk management programs required by the city insurance carriers, city risk managers, and city manager to protect the health, safety, and welfare of city employees and the public; prevent financial loss and reduce insurance premiums; conduct affairs of the department to reduce insurance premiums and reduce the potential for claims and lawsuits against the city.

Maintain spending within the budget parameters established by the city.

Utilize and cooperate with the Staffing Committee to request desired staffing changes during the budget year.

Purchase equipment, supplies, and services in accordance with the purchasing policies and established practices of the city.

Supervise subordinate personnel including hiring, performance management, employee development and training, coaching, and initiating corrective action.

Keep informed as to relevant best practices in assigned area of responsibility, and implement or update new practices to strive for continued improvement and excellence.

Submit reports as required detailing activities of the department.

All or a majority of the essential job duties may be performed from a remote location.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Bachelor Degree from a regionally accredited college or university with major course work in computer science, business administration, public administration or related area;

AND

B. Four (4) years of professional experience working in the public sector, with at least two (2) years of managerial experience preferred;

2. Special Qualifications:

Valid Utah Class D Driver's License

Successfully complete all required Homeland Security courses including NIMS and ICS training.

3. Knowledge, Skills and Abilities:

Knowledge of public sector laws and regulations.

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.

Knowledge should 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.

Ability to resolve complex issues, in a legally defensible, consensus-building manner, and ability to develop and communicate new policies and procedures.

Ability to learn and implement departmental policies and procedures.

Ability to operate a personal computer and Microsoft products.

Ability to communicate information and ideas clearly and concisely, in writing and verbally.

Skill in creating reports as needed using Microsoft software, including Word and Excel.

Skill to read, interpret, and apply laws, rules, regulations, and policies.

Skill in working with others and establishing strong communication with city employees and the general public.

4. Working Conditions:

Minimal physical effort, comfortable working conditions, and handling of light to moderate weights. Intermittent sitting, standing, stooping, bending, lifting, and walking. Subject to extended exposure to computer visual display terminals. Considerable exposure to stressful situations as a result of human behavior and deadlines. May be required to work non-traditional hours.

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

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|-------------------|-----------------------------|------------------------|------------------------|
| Job Class: | Municipal Exempt | EEO-4 Class: | Official/Admin. |
| Location: | Information Services | EEOP Class: | Official/Admin |
| Group/BU: | General Pay Plan | Tech-Net Match: | 865 |