



## Information Technology Director Job Description

**Department:** Information Technology  
**Reports To:** City Administrator  
**Pay Grade:** 20  
**FLSA Classification:** Exempt  
**Approved by:** Human Resources  
**Revision Date:** January 1, 2018

### SUMMARY

Under administrative direction, provides management, leadership and coordination over all areas of information and communication technology for the City.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

- Maintains the City's core IT infrastructure, including servers, network, desktops and phones; manages the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including servers, operating systems, hardware, software, phones and peripherals.
- Confers with the City Commission, City Administrator, and department heads concerning technology strategies and needs.
- Facilitates the development and implementation of an ongoing strategic technology plan for the City.
- Manages all changes to production applications, servers, networks and systems to ensure that there are no unscheduled interruptions to service; develops specifications, policies and standards to guide the deployment of infrastructure.
- Participates in the development and administration of the IT annual program budget; forecasts additional funds needed for staffing, equipment, materials and supplies; directs the monitoring and approval of expenditures; recommends adjustments as necessary.
- Establishes and implements short- and long-range department goals, objectives, policies and operating procedures.
- Designs the IT architecture for the City on an enterprise level; defines system and application architecture; develops, recommends, and executes strategic plans by mapping information technology capabilities to business needs; assists in developing policies, guidelines, standards and procedures; documents relationships between business rules and information technology solutions.
- Selects, trains, motivates, and evaluates staff; provides and coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures; coordinates assigned activities with other departments, external agencies and organizations.
- Identifies emerging information technologies to be assimilated, integrated, and introduced within the City; assesses new computing technologies to determine potential value for the City.
- Maintains the integrity of City data and related intellectual property through information security and access management; ensures the security of the information systems, communications lines, and equipment.

- Designs and implements measures to ensure the EOC Management Team and other activated teams are supported via available technology; provides status on any City IT systems impacted by the emergency.
- Works safely, follows safe work practices, and identifies and reports unsafe work conditions.
- Performs other duties as required or assigned.

*An individual in this position must be able to successfully perform the essential duties and responsibilities listed below. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.*

**MINIMUM QUALIFICATIONS**

- Bachelor’s Degree in Computer and Network Technology or a closely related field.
- Four years of related experience
- One year of supervisory experience.
- Equivalent combination of education and experience is acceptable.
- Knowledge of diverse communication technology, including fiber transmission, wireless network systems and servers.
- Strong communication skills, both orally and in writing.
- Ability to create and maintain effective working relationships with peers, superiors, other City departments, subordinates, vendors, contractors, external government agencies and organizations.
- Valid driver’s license.

**PREFERRED QUALIFICATIONS**

- Previous public sector experience in information technology administration.

**PHYSICAL AND MENTAL DEMANDS**

This position requires the incumbent to work in a fast-paced environment, with the ability to meet frequent deadlines. While performing the duties of this job, the incumbent must regularly sit and talk or hear. The incumbent is frequently required to use hands to touch, handle or feel. The incumbent is occasionally required to stand and walk. The incumbent may be required to occasionally perform a full range of motion with lifting and/or carrying items weighing up to 50 pounds. The mental and physical requirements described here are representative of those that must be met by an individual to successfully perform the essential functions of this position.

**WORKING ENVIRONMENT**

Work is performed in a standard office environment. The noise level in the work environment is usually moderate. The work environment characteristics described here are representative of those an individual encounters while performing the essential functions of this position.

I have read and understand the duties, responsibilities, and requirements for this position. \*

\_\_\_\_\_  
Employee’s Name (please print)

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\*This document does not create an employment contract, implied or otherwise, other than an "at-will" employment relationship. The City of West Fargo retains the discretion to add duties or change the duties of this position at any time.