

**CITY OF POMPANO BEACH
CLASS DESCRIPTION**

JOB CODE 234

INFORMATION TECHNOLOGIES DIRECTOR

GENERAL

Responsible administrative and technical work, directing and coordinating management information and telecommunications systems. Work is performed under general administrative direction.

EXAMPLES OF ESSENTIAL DUTIES

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, evaluates and directs City and departmental policies, programs and operations, such as documentation, data entry control, computer security, editing and report formats.

Assists in the planning, design, engineering and administration of distributed computer systems to include wide and local area pc networks (WAN/LAN) using the latest software and operating systems as well as interfacing distributed networks with the City's mainframe system.

Supervises a technical staff engaged in developing new or revising current applications, maintaining systems software and operating main frame and on-line applications.

Confers with user departments regarding equipment needs and utilization, report scheduling and extension of services. Assigns work orders and evaluates implementation of changes. Performs technical duties as necessary.

Determines data system charges for equipment and utilization for financial records including budget preparation, maintains inventory records of technical manuals, lease and servicing agreements, and status of purchased equipment.

Confers with vendors regarding products to insure that computer capabilities exceed data requirements.

Plans and recommends modification or addition of machines, equipment and programs. This is sometimes performed in conjunction with a steering committee or special project committee.

Analyzes and determines the telecommunications requirements of City agencies and departments.

Plans, budgets, coordinates the procurement of, and supervises the installation of all City telecommunications equipment. Experience in administering a PBX telephone system is a plus but not required.

Supervises and administers the total operation, including the validation of charges, of the City telephone system.

Approves payroll timesheets, Personnel Transactions, counsels staff and conducts performance evaluations.

Performs special projects as directed by the City Manager.
Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of the IBM AS400 platform, HTE application software and Microsoft operating systems. Considerable knowledge of analyzing user needs, designing program and systems and implementing applications. Considerable knowledge of wide and local area network systems (WAN/LAN) and their administration, maintenance, and upgrade. Considerable knowledge of data base operations. Ability to supervise and evaluate technical staff. Ability to maintain effective relationships with user departments. Knowledgeable in multi-level platforms. Must be technically competent. Able to adapt to an ever changing environment. Able to assist with the systems and programming when necessary. Effective oral and written communication ability and a knowledge of office methods and procedures is essential in this position. Ability to establish and maintain effective working relationships and the ability to work alone or as a member of a team

MINIMUM QUALIFICATIONS

Bachelors in Computer Science or related field. Considerable experience as a senior systems analyst and supervisor in a comparable data system, supplemented by technical schooling. Extensive experience in systems analysis and programming of a variety of integrated commercial applications utilizing comparable hardware and software, supplemented by technical training.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

SPECIAL REQUIREMENTS

Possession of a valid, appropriate driver's license and an acceptable driving record.

Rev. 10/98

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.