

# **City of Cordova Position Job Description**

## **Information Technology Manager**

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DEPARTMENT:       ADMINISTRATION

SUPERVISOR:       CITY MANAGER

CLASSIFICATION:   FULL TIME, OVERTIME EXEMPT, SALARIED AND CONFIDENTIAL

HOURS:             MON-FRI OFFICE HOURS, 0800-1700; EVENINGS AND WEEKENDS AS NEEDED

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### **SUMMARY**

The Information Technology Manager coordinates and maintains technology needs and electronic records storage for the City under the policy guidance and supervision of the City Manager.

### **GENERAL STATEMENT OF DUTIES**

Performs moderately complex tasks in support of managing distinct networks, database administration, and implementing technology solutions to meet organization needs.

Provides direct support to meetings and events requiring technology coordination and support.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Oversees and facilitates technology plans and electronic records management.
- Maintains inventory of technology hardware, peripherals and software; coordinates technology equipment (hardware), software and peripheral (printer ink/cartridges, etc.) purchases; oversees software/license management and server operations.
- Coordinates technology training for city staff. Ensures legal and ethical use of technology.
- Provides staff support to and assists with set-up and operation of technology and A/V equipment for meetings and events; directs and oversees temporary staff providing technology support.
- Serves as primary contact and on-the ground staff for technology-related service providers.
- Manages technology-related purchases, installation, maintenance and upgrades of systems.
- Repairs and assembles computers, computer peripherals, and other technology equipment.
- Creates awareness of new/innovative uses of technology for City of Cordova.
- Prepares budget recommendations and manages approved technology-related budget items.
- Assists Superintendent of Facilities with building security systems.
- Assists with Emergency Management Technology as needed.
- Serves as part of the City's Incident Management Team during local Emergencies.

### **MINIMUM QUALIFICATIONS**

- A. High School diploma or GED.

- B. Valid driver's license.
- C. Two (2) years' experience with complex technology hardware and software.

#### **PREFERRED QUALIFICATIONS**

- A. Post-secondary degree in computer science or related field preferred.

#### **NECESSARY COMPETENCIES (KNOWLEDGE, SKILLS, ABILITIES, BEHAVIORS)**

- A. Working knowledge of technology systems (computer hardware, software and peripherals).
- B. Working knowledge of multiple programming languages.
- C. Advanced skill in technology systems' operations.
- D. Moderate skill in technology systems' maintenance.
- E. Excellent interpersonal, problem-solving, and verbal and written communication skills.
- F. Skill in establishing and maintaining productive working relationships.
- G. Ability to read, analyze, interpret, and apply highly technical information.
- H. Ability to handle confidential employee and administrative information with tact and discretion; ability to maintain confidentiality.
- I. Ability to make decisions to resolve problems in accordance with established policies and procedures.
- J. Ability to understand and follow written/oral policies, procedures and instructions; ability to interpret and apply pertinent laws and regulations as they relate to assigned tasks.
- K. Ability to coordinate, analyze, and utilize a variety of reports and records.
- L. Ability to use logic and creative thought processes to develop solutions.
- M. Ability to maintain professionalism under pressure, to manage simultaneous tasks and projects, and to meet multiple deadlines.
- N. Ability and willingness to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and technology.
- O. Ability to maintain a positive work atmosphere by acting and communicating in a manner that is respectful and fosters teamwork.
- P. Demonstrated integrity, ingenuity, and inventiveness in the conduct of assigned tasks.

#### **REQUIRED TECHNICAL SKILLS**

Extensive knowledge of computer systems and technology resource integration; proficient in a Windows environment, including word processing and spreadsheet software; knowledge of general office practices.

#### **LEGAL REQUIREMENTS**

As a condition of employment, this position may be subject to a background check (criminal history, verification of education and employment history).

## **WORKING CONDITIONS**

Work is accomplished in a general office setting. Attendance at regular and special City Council meetings will be required.

## **PHYSICAL DEMANDS OF POSITION**

Capable of sitting for extended periods of time. Clarity of speech and sufficient hearing, with or without reasonable accommodation, which permits effective communication during interactions with other employees. Sufficient vision, with or without reasonable accommodation, which permits the employee to use a computer screen and process numeric data. Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate keyboards, manipulate wires and small tools. Sufficient mobility, with or without accommodation, to move between work stations. Capable of reaching, climbing, kneeling, crouching or crawling.

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To perform the job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this job description are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The omission of specific statements or duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The job description outlines the general requirements and duties of an executive level position with the City of Cordova, which is an at-will position. This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.