



JOB DESCRIPTION

ORGANIZATION: City of Lebanon
DEPARTMENT: Information Services

LOCATION: Lebanon, OR
DATE: April 2011

JOB TITLE: Information Services Director

JOB STATUS: Exempt
FLSA Exempt: Yes

PURPOSE OF POSITION: To plan, design, organize and directly perform those activities and work necessary for the reliable operation of the City's information systems, networks and personal computer (PC) workstations. Coordinate/provide maintenance on existing hardware and operational software, and manage citywide computer technological growth to meet the needs of departmental users. Work with other cities, governmental agencies, and the public to optimize information flow between these bodies. Serve as a member of the City management team.

ESSENTIAL JOB FUNCTIONS/DUTIES & RESPONSIBILITIES: *The duties listed are intended only as illustrative examples of the various types of work that may be performed by individuals in this classification. Any of the following duties may be performed. These examples are not necessarily performed by all incumbents and do not include all specific essential functions and responsibilities the incumbent may be expected to perform.*

1. Maintains regular job attendance and adherence to working hours.
2. Possess and maintain a valid Oregon Drivers License with an acceptable driving record.
3. Manages the development and implementation of technical programs and automated systems; ensuring data standard, data ownership and data access and security protocols.
4. Ensure customer service that balances departmental needs with the technical needs of the organization.
5. Provides technical guidance to internal and external customers, evaluate current and anticipated information systems and technology requirements.
6. Manage vendors and contractors that provide technical information services to the city.
7. Provides input and assist with contracts/intergovernmental agreements associated with City communications and information services.
8. Ensure technical user support to all departments by providing user training for associated network.
9. Maintains the public safety communications systems used in the City's Emergency Operations Center.
10. Prepare and administrate the Information Technology budget; maintain and monitor appropriate budgeting and expenditure controls.
11. Assign, supervise, and evaluate work of staff.
12. Interview and recommend hiring and termination of employees.

13. Directly involved with the installation, maintenance and repair of IS hardware and software including servers, PC's, telephone systems, email systems and wireless voice and data systems.
14. Maintains work areas in a clean and orderly manner.
15. Follows all safety rules and procedures established by the City's Safety Manual.
16. Serves as a member of various employee and city committees.
17. Maintain professional proficiency by attending conferences and meetings, reviewing reports, reading professional journals, and network with other technology professionals in area served.

MANDATORY QUALIFICATIONS:**Education & Experience:**

1. Bachelor's Degree in Information Technology or a related field from an accredited university.
2. Six years of information operating system experience, two of which must be in a management capacity; or any satisfactory combination of experience and training which demonstrates the knowledge, skills and abilities to perform the above duties.
3. Two year's experience preparing and administering budgets, principles of supervision and employee development, research methods, data collections and maintenance, report composition and program evaluation.

Licenses & Certificates:

1. Ability to receive security clearance from the Criminal Justice Information Services within the first 45 days of employment.
2. Possess or obtain a valid Oregon drivers license within the first 30 days of employment.

DESIRABLE QUALIFICATIONS:

1. Microsoft certification

KNOWLEDGE, SKILLS, AND ABILITIES: The qualities below reflect the working dynamic of the position.

Knowledge of:

1. Thorough knowledge of network systems, administration and related diagnostic and repair techniques, operating systems, applications software, server and workstation hardware, databases, security principles and telecommunications equipment.
2. Current knowledge of network growth/expansion and customize programs for specific needs.
3. City government and IS policies and procedures.
4. Personnel policies and practices.
5. Government budget policies and procedures.

6. Principles and practices of management and supervision.
7. Principles of budget preparation and fiscal accounting.
8. Reporting and disclosure requirements of government entities.
9. Principles and practices and techniques of Information Technology and Geographical Information Systems.
Contract Management

Skill in:

1. Personnel supervision.
2. Planning, coordinating, and directing the operations of the IT Department to achieve established goals and maximize efficiency.
3. Implementing work methods and procedures to promote a safe working environment.
4. Interpreting, understanding, and applying technical reports, statutes, rules, and regulations.
5. Evaluating work priorities, procedures, and processes to determine their effectiveness and efficiency.
6. Interpreting fiscal and accounting procedures, insuring conformity to appropriate standards.
7. Providing outstanding customer support and satisfaction (internally and externally).
8. Use of Microsoft Office.
9. "Hands on" installation, trouble shooting, repair and replacement/upgrades of IS hardware and software.

Ability to:

1. Communicate orally and in writing in a clear and concise manner.
2. Represent the City professionally and effectively in meetings with others.
3. Establish and maintain positive working relationships.
4. Negotiate effective solutions to complex problems.
5. Apply information and communications technology to meet City and/or departmental goals and objectives.
6. Handle critical emergency situations in a professional, effective and efficient manner.

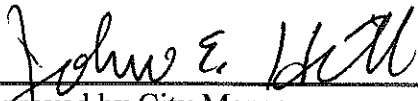
PHYSICAL DEMANDS OF POSITION:

1. While performing the duties of this position, the employee is frequently required to sit, stand, communicate, reach and manipulate objects, tools, or controls. The position requires mobility.
2. Duties involve moving materials weighing up to 15 pounds on a regular basis and may infrequently require moving materials weighing up to 60 pounds.
3. Character and flow of work involve coordination of manual dexterity less than 50% of the work period.

WORKING CONDITIONS: Usual office working conditions. The noise level in the work area may be somewhat higher than a typical office environment due to fans and other background noises. Evening meetings and some travel are required.

SUPERVISORY RESPONSIBILITIES: Responsible for 3, seldom over 5 FTE.

SUPERVISION RECEIVED: Works under the direction of the City Manager.


Approved by City Manager:

April 2011