

IT Director – The City of Bryant is accepting applications for an **IT Director**. Starting annual salary \$60,830 plus, commensurate with experience. Great benefits package included! Applications may be completed online at www.cityofbryant.com or picked up at the Human Resources Department at 210 S.W. 3rd Street, Bryant, AR 72022. A City application must be completed and submitted to be considered for this position. Position closes at 5:00 p.m., January 9, 2014 or until filled. The City of Bryant is an Equal Opportunity Employer.

This job description should not be interpreted as all-inclusive. It is intended to identify the essential functions and minimum qualifications of this job. The incumbent(s) may be required to perform job-related responsibilities and tasks other than those stated in this job description. Nothing in this job description restricts management's right to assign or reassign job-related responsibilities and tasks to this job at any time. Certain functions are understood to be essential: these include, but are not limited to, attendance, getting along and communicate well with others, ability to provide great customer service, working a full shift, dependability, leadership, and dealing with and working under stress. Any essential function of this class will be evaluated as necessary should an incumbent t/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodations for the specific disability will be made for the incumbent/applicant when possible

GENERAL DESCRIPTION OF POSITION

This is a professional Administrative Staff position responsible for the overall direction of the Information Technology department to plan, organize, staff, direct and control all activities of the department.

Manage all aspects of the City's electronic network and computer systems. Develop a department that advises, maintains and supports the electronic business functions of the other City operations. Responsive internal customer service and consulting support for software and hardware acquisitions for the organization.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Maintain the integrity of the City's information technology activities.
2. Plan long-range goals, objectives, organizational structure and overall direction of the department.
3. Supervise and evaluate departmental personnel; monitor and inspect work in progress to ensure continuity and timely completion.
4. Monitor, review and communicate the implementation of the department's strategic plans.
5. Evaluate new technical developments in view of organizational plans and objectives.
6. Direct training and development of the departmental staff.
7. Participate in organizational management programs to encourage continuous improvement.
8. Maintain and upgrade professional knowledge and skills.
9. Manages the day to day operations of the City of Bryant computers by monitoring systems performance, configuration, maintenance, and repair. Ensures that records of system downtime and equipment inventory are properly maintained. Applies revisions to host system firmware and software.

10. Coordinate and facilitate consultation with management and staff to define system requirements for technology implementations.
11. Participate in organizational management programs to encourage continuous improvement.
12. Develops procedures to maintain security and protect systems from unauthorized use, acts of nature and user abuse.
13. Ensure IT system operation adheres to applicable laws and regulations.
14. Promote and oversee strategic relationship between IT Department resources, vendors and Departments.
15. Develop IT operations budget and ensures operations meet approved budget levels.
16. Stays current with technological developments in systems administration technology and recommends ways for the City of Bryant to take advantage of new technology.
17. Manages the data center and computer host systems including hardware, software and equipment such as air-conditioning systems, UPS (uninterrupted power system) and fire protection.
18. Perform any other related duties as required or assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty mentioned satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION AND EXPERIENCE

Broad knowledge of such fields as advanced accounting, marketing, business administration, finance, etc. Equivalent to four years of college, plus 8 years related experience and/or training, and 6 years related management experience, or equivalent combination of education and experience.

COMMUNICATION SKILLS

Ability to read, analyze, and understand common scientific and technical journals, financial reports, and legal documents; Ability to respond to complex or difficult inquiries or complaints from customers, regulatory agencies, or members of the business community.

MATHEMATICAL SKILLS

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts such as fractions, ratios, and proportions to practical situations.

CRITICAL THINKING SKILLS

Ability to define problems, collect data, establish facts, and draw valid conclusions.

Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

REQUIRED CERTIFICATES, LICENSES, REGISTRATIONS

Not indicated.

PREFERRED CERTIFICATES, LICENSES, REGISTRATIONS

Bachelors degree in Computer Science.

SOFTWARE SKILLS REQUIRED

Mastery: Contact Management

Advanced: Database, Presentation/PowerPoint, Programming Languages,

Spreadsheet, Word Processing/Typing

Intermediate: Payroll Systems

Basic: 10-Key, Accounting, Alphanumeric Data Entry, Human Resources Systems

INITIATIVE AND INGENUITY

SUPERVISION RECEIVED

Self directed to achieve company/organization goals. Reports to board of directors.

PLANNING

Considerable responsibility with regard to general assignments in planning time, method, manner, and/or sequence of performance of own work, in addition, the organization and delegation of work operations for a division of employees engaged in widely diversified activities.

DECISION MAKING

Performs work operations which permit frequent opportunity for decision-making of major importance which would have considerable effect on the final attainment of multiple major activities and the organization's projects of a large organization component and organization's clientele.

MENTAL DEMAND

Highly intense mental demand. Continual involvement with strategic and operational management functions which relate to both the short-term and long-term time periods.

ANALYTICAL ABILITY / PROBLEM SOLVING

Minimal oversight. General oversight. Activities covered by general organizational philosophy and objectives. Solving problems in novel, non-recurring or swiftly changing situations in which the approach is not fully defined. Guidance by organization's board of directors or business owner(s).

SUPERVISORY RESPONSIBILITIES

Supervises a small group (1-3) of employees in the same or lower classification.

Assigns and checks work; assists and instructs as required, but performs same work as those supervised, or closely related work, most of the time. Content of the work supervised is of a non-technical nature and does not vary in complexity to any great degree.

Supervises the following departments: Systems Technician

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring and training employees; planning, assigning and directing work; appraising performance, rewarding and disciplining employees; addressing complaints and resolving problems.

RESPONSIBILITY FOR FUNDS, PROPERTY and EQUIPMENT

Occasionally responsible for organization's property where carelessness, error, or misappropriation would result in moderate damage or moderate monetary loss to the organization. The total value for the above would range from \$150,000 to \$1,000,000.

ACCURACY

Probable errors would normally not be detected in succeeding operations and would definitely have serious effects in relationships with patrons and/or with the operations of other segments of the organization. Frequent possibilities of error would exist at all times, since the above mentioned areas are inherent in the job.

ACCOUNTABILITY FREEDOM TO ACT

Oversight. High level of freedom to complete the duties of the position and guided by broad policy with oversight by president, elected official, etc

ANNUAL MONETARY IMPACT

Enormous. Job creates a monetary impact for the organization that would exceed \$100mm.

IMPACT ON END RESULTS

Major impact. Job has a considerable impact on the organization's end results. A high level of accountability to generate, manage, and/or control funds within a department and/or total organization.

PUBLIC CONTACT

Frequent contacts with general public, patrons, or other outside representatives, wherein the manner of handling these contacts has a bearing on the organization's position and operation.

EMPLOYEE CONTACT

Establishes company culture by setting tone of interactions and communication with senior level internal officials and employees throughout the organization.

USE OF MACHINES, EQUIPMENT AND/OR COMPUTERS

Computer senior software programming, debug problem detection, database analyst II, network development, and senior project manager.

WORKING CONDITIONS

Outside working environment, wherein there are extremely disagreeable working conditions most of the time (e.G. Hot mix paving in constant sun).

ENVIRONMENTAL CONDITIONS

The following work environment characteristics described here are representative of those an employee encounters while performing essential functions of this job.

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

While performing the functions of this job, the employee is occasionally exposed to risk of electrical shock. The noise level in the work environment is usually moderate.

PHYSICAL ACTIVITIES

The following physical activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions and expectations.

Highly repetitive, moderately physical. Highly repetitive type of work which requires somewhat diversified physical demands of the employee.

While performing the functions of this job, the employee is regularly required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, talk or hear; and occasionally required to climb or balance, stoop, kneel, crouch, or crawl, taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision; color vision; and ability to adjust focus.

ADDITIONAL INFORMATION

Operation of Systems in Place Require Knowledge Of:

Windows 2008R2 Active Directory using Replicating Domain Controllers

VMware and All Tools

MPLS and Fiber Data Connectivity

VLAN Layer 2 Switches and Routers

Aruba Virtual Appliance

Ubuntu Linux

Windows XP, Vista, 7, 8, MAC OS X, iOS, Android, Chrome OS NAS, iSCSI, Stateful

Packet Firewalls

Remote Access Servers

Mobile Device Management

Virtual Cloud Replication

VoIP PoE Hosted Services

SQL Servers, 2010, 2008, 2005

Video Servers

Job Description for Information Technology Director

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DBCompensation System - www.dbsquared.com

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