



## City of Irving Job Description

### Chief Technology Officer

---

<b>FLSA Status:</b>	EXEMPT	<b>Job Department:</b>	Information Technology
<b>Job Code:</b>	13011	<b>Reports To (Job Title):</b>	Assistant City Manager

---

#### **PURPOSE**

To direct the activities of the Information Technology Department that include directing personnel and the development and administration of the budget. To provide policies and procedures that set the direction of the work effort of the department.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.\*

- Direct and participate in the development and implementation of goals, objectives, policies, and priorities for the IT Department.
- Establish the policies for standardization of all computer hardware and software.
- Manage all telephone communication services including land lines, voice over IP (VoIP), cell phones, wireless communication systems, and SCADA.
- Prepare and implement short and long-range plans for the department.
- Direct the development of the information systems work plan.
- Assign work activities, projects, and programs.
- Coordinate work activities with other departments and outside agencies.
- Provide consultation and advisory services to other departments and outside agencies.
- Participate in a variety of management committees receiving and recommending City wide policies.
- Review and approve purchase requisition, personnel merit increases, and all other items involving the Fiscal Year Budget.
- Make all personnel decisions for the department including hiring, evaluating, disciplining, and termination.
- Negotiate and manage contracts with outside contractors.
- Responsible for disaster recovery planning and implementation.
- Performs related duties as assigned.

#### **OTHER DUTIES AND RESPONSIBILITIES**

- Prepare the Fiscal Year Budget Requests and presents it to City Council at the annual budget retreat.
- Provide analysis and management reports on operational activities for various departments at the request of the City Council and City Manager.

## **SUPERVISORY RESPONSIBILITIES**

Organizational Supervision - Applies to full personnel management responsibilities including selection, discipline, grievances and formal performance evaluations for a position's direct reports plus all employees reporting up through subordinates, which will include approximately 33 employees.

## **FINANCIAL / BUDGETARY RESPONSIBILITY**

Develop and Administrators the Information Technology budget, totaling approximately \$10 million, and the Technology Fund of approximately \$2.2 million.

## **QUALIFICATIONS:**

The requirements listed below are representative of the knowledge, skill, and/or ability required.\*

### **EDUCATION**

- Equivalent to a Bachelor's degree from an accredited college or university with major course work in Public Administration, Business Administration, Information Technology, Leadership Studies or a closely related field.

### **EXPERIENCE**

- Minimum of ten (10) years of increasingly responsible related experience, including five (5) years of administrative and management experience.

### **CERTIFICATES, LICENSES, REGISTRATIONS**

- Appropriate, valid state-issued driver's license.

### **KNOWLEDGE OF**

- Administration and Management: Principles and processes involved in business and organizational planning, coordination, and execution. This includes strategic planning, resource allocation, manpower modeling, leadership techniques, and production methods.
- Budgeting Management: Developing plans and budgets; comparing them against actual activity.
- English Language: The structure and content of the English language, including the meaning of words and grammar.
- Personnel and Human Resources (HR): Policies and practices involved in personnel/HR functions, including selection, supervision, training, performance evaluations, and termination.
- Programming Methodology: Necessary computer languages, basic principles, formulas, syntax, and documentation practices.

## **SKILLS AND ABILITIES IN**

- System Perception: Discerning when important changes have occurred or likely will in a system.
- Writing: Communicating effectively with others in writing tailored to the needs of the audience.
- Negotiation: Bringing others together and trying to reconcile differences.
- Active Listening: Listening to what others are saying and asking questions as appropriate.
- Critical Thinking: Using logic and analysis to identify the strengths and weaknesses of different approaches.
- Management of Personnel Resources: Motivating, developing, and directing people as they work; identifying the best people for the job.
- Management of Material Resources: Obtaining and seeing to the appropriate use of equipment, facilities, and materials needed to do certain work.
- System Evaluation: Identifying measures or indicators of system performance and the actions needed to improve or correct performance relative to the goals of the system.
- Complex Problem Solving: Identifying problems and reviewing related information to develop and evaluate options and implement solutions.
- Systems Analysis: Determining how a system should work and how changes in conditions, operations, and the environment will affect outcomes.
- Social Perceptiveness: Being aware of the reactions of others and understanding why they react the way they do.
- Solution Appraisal: Observing and evaluating the outcomes of a problem solution to identify lessons.
- Reading Comprehension: Reading and interpreting documents.
- Judgment and Decision Making: Weighing the relative costs / benefits of a potential action.
- Persuasion: Convincing others to approach things differently.
- Mathematical Reasoning: Understanding and organizing a problem and then selecting a mathematical method or formula to solve the problem.
- Deductive Reasoning: Applying general rules to specific problems to come up with logical answers. This involves deciding if an answer makes sense or provides a logical explanation for why a series of seemingly unrelated events occur together.
- Inductive Reasoning: Combining separate pieces of information or specific answers to problems to form general rules or conclusions. This includes coming up with a logical explanation for why a series of seemingly unrelated events occur together.
- Oral Comprehension: Listening to and understanding information and ideas presented through spoken words and sentences.
- Written and Oral Expression: Communicating information and ideas in writing, as well as through speech, so others will understand.
- Speech Clarity: Speaking clearly so that it is understandable to a listener.
- Speech Recognition: Identifying and understanding the speech of another person.
- Problem Sensitivity: Telling when something is wrong or is likely to go wrong.

## **GUIDANCE RECEIVED**

### **Departmental Goals and Priorities**

Makes decisions that are guided by overall Departmental goals, priorities and policies. Job requires interpreting goals and priorities into action steps and delegating responsibility for completion; applies broad latitude in regard to methods and approaches but must obtain approval for actions that have policy, service or cost implications.

## **CONTACTS**

City Council, Vendors, as well as Directors and Managers in various departments.

## **EQUIPMENT AND PROPERTY**

Computer, Telephone, Fax Machine, Copier, Car, Cell Phone, iPad

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.\*

The employee constantly is required to listen, see, sit, talk, and/or walk. Frequently, s/he is required to drive a vehicle, grasp, handle, feel, reach, and/or stand. Occasionally, s/he is required to carry, lift up to 10 pounds, pull, push, and/or stoop. Rarely, s/he is required to balance, climb, crawl, kneel, lift up to 25 pounds, and/or smell.

## **WORK ENVIRONMENT**

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

The noise level in the work environment is usually quiet.

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

**Note:** A class specification is a general listing of duties, responsibilities, knowledge, skills, and abilities required of an incumbent assigned to a particular class of work. There may be one or multiple positions assigned to a single classification; therefore, the class specification lists those work attributes that are common to every incumbent in the class.