



Office of Human Resources
IT Executive - CI2790
THIS IS A PUBLIC DOCUMENT

General Statement of Duties

Directs multiple information technology (IT) operations within a division or department that include establishing a multi-year vision and strategic plan, optimizing resource allocations, and ensuring the organization accomplishes annual goals and strategic initiatives.

Distinguishing Characteristics

There are five classifications in the IT management series: IT Manager, Senior IT Manager, IT Director, IT Director Senior, and IT Executive. The IT Executive is distinguished from the IT Manager, which supervises information technology professionals responsible for developing and maintaining technology infrastructure or services while managing the daily activities of an information technology work group. The IT Manager also provides technical expertise and leadership in the development, implementation, and evaluation of technology solutions.

The IT Executive is distinguished from the IT Manager Senior which manages an information technology (IT) operation that includes implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately.

The IT Executive is distinguished from the IT Director, which directs one or more information technology (IT) operations that include developing annual and multi-year work plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards. The IT Director is a mid-level management classification.

The IT Executive is distinguished from the IT Director Senior which directs an information technology (IT) operations division that has two or more distinguishably different functional areas that include developing annual and multi-year work plans and strategies, ensures resources are available to achieve work plans, resolves complex business issues, and establishes management practices and processes that ensure the accomplishment of performance standards, annual goals and strategic initiatives.

Level of Supervision Exercised

Directs multiple work groups within a division, or multiple divisions of a department, by supervising directors, managers, and IT professional/technical staff.

Essential Duties

Establishes the long term vision and strategic plan for the organization in conjunction with the appointing authority and other management staff while integrating the perspectives of policy makers and elected officials into plans.

Manages the development and implementation of the organization's goals, objectives, policies, and priorities that enables employees and the organization to be successful now and in the future.

Creates overall organizational design and optimizes resource allocations based on the long term vision of the organization and available financial resources.

Provides leadership and direction to directors, managers, and staff members to ensure the continued development and management of an efficient organization. Establishes effective decision making processes that achieve goals and objectives.

Provides technical expertise to the organization in the development and implementation of strategic and operational technology initiatives.

Represents the division/department in meetings with elected/appointed officials and other city entities. Manages strategic relationships with key IT product and service providers.

Serves as the IT representative with a variety of public, business, and community organizations. Fosters collaborative relationships to the benefit of the organization.

Resolves complex issues with multiple internal and external stakeholders which add value to the overall management of the organization.

Oversees the development and implementation of technology strategy, architecture, and service delivery standards for the organization. Creates and promotes a positive, inclusive work environment that supports consistency throughout the organization's strategic and operational methods.

Ensures technology metrics, performance indicators, and service level requirements are met for the entire organization. Ensures divisions/department accomplish annual work plans, strategic initiatives, and performance standards. Implements IT continuous improvement programs within enterprise guidelines.

Selects, trains, develops, and evaluates subordinate staff. Makes decisions on hiring, terminations, promotions, and disciplinary actions as required.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Oversees the financial status of the organization including developing long and short range financial plans. Monitors the budget to ensure sound financial controls are in place. Sets financial priorities to ensure the organization is operating in a manner that supports the city's financial goals.

Performs other related duties as assigned.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above..

Competencies

Thinking Strategically - Thinks strategically and promotes best practices and leading-edge ideas.

Deciding and Initiating Action - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Persuading and Political Influence - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

Knowledge & Skills

None

Education Requirement

Bachelor's Degree in Computer Science, Mathematics, Business, or a related field.

Experience Requirement

Seven (7) years of experience managing large information technology teams or complex projects at the type and level of the IT Director.

Education & Experience Equivalency

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

Licensure & Certification

None

Working Environment

Handles absentee replacement on short notice.
Occasional pressure due to multiple calls and inquiries.
Pressure due to multiple calls and inquiries.
Subject to long, irregular hours.
Subject to many interruptions.
Subject to pressure for multiple calls, inquiries, and interruptions.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Agility: bends, stretches, twists, or reaches out with the body, arms, or legs.
Balancing: maintaining body equilibrium to prevent falling over.
Carrying: transporting an object; usually by hand, arm, or shoulder.
Color vision: ability to distinguish and identify different colors.
Crawling: moving about on hands and knees or hands and feet.
Crouching: bending body downward and forward by bending legs.
Depth Perception: ability to judge distances and space relationships.
Eye/Hand/Foot Coordination: performing work through the use of two or more.
Feeling: perceiving attributes of objects by means of skin receptors.
Feeling: perceiving attributes of objects by means of spoken word.
Field of Vision: ability to adjust vision to bring objects into focus.
Field of Vision: ability to see peripherally.
Fine Dexterity: Coordinate eye-hand to operate a vehicle, reach, hold, grasp and turn objects.
Fingering: picking, pinching, or otherwise working with fingers.
Handling: seizing, holding, grasping, or otherwise working the hand(s).

Handling: seizing, holding, grasping, or otherwise working with fingers.

Hearing/Talking: Hear and determine direction of sound.

Hearing: perceiving the nature of sound by the ear.

Kneeling: bending legs to come to rest on one or both knees.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Mathematical reasoning

Memorization

Mental Demands: mathematical reasoning, memorization, oral comprehension, spatial orientation, and written comprehension.

Neck Flexion: Moving neck upward/downward.

Oral Comprehension

Pulling: Exerting force upon an object so that it is moving to the person

Pushing: exerting force upon an object so that the object is moving away from the person.

Reaching: extending the hand(s) and arm(s) in any direction.

Repetitive motions: Making frequent movements with a part of the body.

Sitting: remaining in the normal seated position.

Standing: remaining one's feet in an upright position.

Stooping: Bending the body by bending the spine at the waist.

Talking: Expressing or exchanging ideas by means of spoken words

Vision Far acuity: ability to see clearly at 20 feet or more.

Vision Near acuity: ability to see clearly at 20 inches or less.

Vision: To observe animal behavior, read signs, and reading colors.

Walking: moving about on foot on uneven surfaces.

Walking: moving about on foot.

Written Comprehension.

Background Check Requirement

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

Assessment Requirement

None

Probation Period

Six (6) months.

Class Detail

Pay Grade: I-823

FLSA Code: Y

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: