



Title: Information Technology Director

FLSA STATUS: Exempt from overtime under Fair Labor Standards Act (FLSA).

SUPERVISION RECEIVED AND EXERCISED:

Receives direction from the Deputy City Manager
Exercises direct supervision over a staff of professional, technical, and administrative employees

MINIMUM QUALIFICATIONS

- **Education:** Bachelor's degree in Business or Public Administration, Computer Sciences, Management Information Systems, or a related field from an accredited education institution.
- **Experience:** Requires seven (7) years of recent, progressively responsible managerial, supervisory and administrative experience within medium to large IT environments, preferably in the public sector. Requires broad knowledge of complex systems and procedures, including the principles, applications and techniques of electronic data processing systems.

Other combinations of education, experience and training which provides the knowledge and abilities necessary to meet the minimum job requirements may be substituted.

- **Licenses/Certifications/Special Requirements:** Valid AZ Driver's License upon hire. Must obtain Arizona DPS Terminal Operator Certification Level D (TOC-D) within six (6) months' of hire.

PREFERRED/DESIRABLE QUALIFICATION(s):

- Experience in a municipal or government setting.
- Master's Degree in related field.
- Knowledge of information technology hardware platforms, enterprise software applications, cloud solutions and business analytics, and business intelligence.
- Data communications security and privacy techniques.

JOB SUMMARY

The purpose of this position is to direct, manage and support the City's information technology environment which is related to the operation, performance, services, resources or availability of the technology infrastructure and security. This is accomplished by establishing citywide policies, standards and goals, collaborating with departments, analyzing performance, managing the planning and development of



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HUMAN RESOURCES

services, budgeting, administration, forecasting, evaluation and project management of all systems. Other duties include participating on committees and representing the department, special studies and projects.

ESSENTIAL FUNCTIONS

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position.

#	Essential Functions
1	Directs, implements, manages and supervises the operations, programs, activities, budget and employees of the Information Technology Department. Promotes shared responsibility, teamwork, City values and acceptance of change.
2	Acts as an innovative leader that contributes effectively to the organization's performance goals and strategies.
3	Supervises, directs and evaluates assigned staff, addresses employee concerns and problems, counsels, disciplines and completes performance evaluations; conducts interviews and makes hiring decisions.
4	Develops long range plans and other strategic documents. Prepares and administers the annual budgets by forecasting revenues and expenditures, presenting proposals for approval and appropriateness, authorizing payments and monitoring expenditures for recommended adjustments.
5	Recommends changes and/or modifications by researching new technologies, reviewing trends and issues, ensuring security and regulatory compliance, preparing initiatives, sponsoring new activities, and collaborating with departments, management, and other agencies.
6	Supports overall information technology functions by participating in reviews and studies, proposing solutions for problems, conducting planning sessions, and identifying and implementing operational plans.
7	Presents oral and written reports to agencies, City Council and various interest groups.



PHYSICAL DEMANDS AND WORK ENVIRONMENT:

Physical strength for this position is indicated below with “X”					
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. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.					
Sedentary	X	Light	Medium	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.		Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

Work Environment for this position is indicated below with “X”				
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.				
Office	X	Outdoors	Vehicle	Office and Field/ Plant/ Warehouse
Position is typically office or administrative work and is not substantially exposed to adverse environmental conditions.		Incumbents may be subjected to extreme temperatures, wetness/humidity, respiratory hazards and noise and vibration.	Incumbents may be subjected to moving mechanical parts, vibrations, fumes, odors, dusts, poor ventilation, chemicals, oils, extreme temperatures, inadequate lighting, work space restrictions, intense noises and travel.	The work will occur in an office and field environment. While performing the duties and responsibilities the employee maybe exposed to loud noise, noxious odors, unsanitary conditions, chemicals, electricity, moving mechanical parts, varying weather conditions, and other related conditions and situations. Position is subject to atmospheric conditions: Fumes, odors, dust, mists, gases or poor ventilation

MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:

Computers, printers, copiers and related software.

PROTECTIVE EQUIPMENT REQUIRED:

None required.