



The City Beautiful

City of Coral Gables Job Description

Job Title: Information Technology Director **Prepared Date:** 04/2016
Department: Information Technology **Approved By:** HR/CM
Classification: 0112
Pay grade: 34E
FLSA: Exempt



Summary

Under the broad policy guidance of the Assistant City Manager/Public Safety Director this position serves as a key member of the City's leadership team with direct responsibility for the effective implementation of strategic and operating initiatives. The Information Technology Director provides vision and leadership in the operation and management of the Information Technology Department by implementing strategies and systems to enhance operations, management of employees, customer satisfaction, and budget management. The ideal candidate will assess the impact of emerging technology on the organization by keeping current with trends in the IT industry, and will ensure the continuous delivery of high quality services through the coordination, evaluation, deployment and management of current and future IT systems. Through strategic thinking and effective leadership the Information Technology Director will foster innovation and exercise considerable initiative and independent judgment.

Essential Duties and Responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification.

Plays an important role in City-wide public safety and will direct the City's public safety communications center, city-wide computer networks, departmental and mainframe applications and hardware, data base administration, computer operations and production scheduling, computer programming, computer systems analysis, data communications, radio/audio/electronic equipment operations and repair, telecommunications, and telephone equipment operations.

Installs and performs acceptance testing of the City's public safety communications center which includes the consolidated Police and Fire telecommunications 911 dispatch operation, and Ericsson EDACS800 MHz trunked radio system, an IBM-Logistics computer aided dispatch and records management system, a mobile data computer system, an automatic vehicle locator system, a tactical map display system, a comprehensive geographic information system database, CCTV/ALPR Program/Systems and an IBM Forerunner field based reporting system.

Possesses an understanding of user needs in order to develop City-wide solutions that make the best use of available assets.

Is a resourceful manager with the strategic planning skills needed to analyze and develop multiyear plans to modernize the City's technology infrastructure, platforms, and applications.

Supervises professional, technical and clerical employees and effectively prioritizes, delegates, and oversees all phases of contracts and projects. In the course of supervision, the IT Director assigns,

schedules and reviews work. Provides training and discipline. Interviews applicants and makes hiring recommendations.

Analyzes and tests new products to drive the City forward as a world class organization. Keeps current with technological advances. Develops and implements objectives, policies and procedures. Projects long range city-wide information system goals. Prepares budget and financial plans.

Reviews building layouts to analyze the cabling and equipment requirements for new installations, programs and technologies, and provides technical assistance to City employees.

Performs administrative duties to include writing reports and correspondence, conducting research, compiling data and maintaining various records and files.

Perform other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the principles, techniques, and equipment used in information systems management and communications. Knowledge of the operation of public safety communication systems, systems analysis, program planning, project development, software and computer programming. Knowledge of database management systems, concepts and fourth generation languages. Knowledge of the principles, techniques, and equipment used in radio and telephone communication systems; PC operating systems and software used in the City. Knowledge of public safety computer aided dispatch and records management systems. Knowledge of applicable City, State and Federal laws, rules, and regulations. Knowledge of geographic information system data bases. Knowledge of the information system needs of all City departments. Knowledge and practical experience with CCTV and ALPR Programs Systems.

Ability to install, operate and conduct testing of information system equipment, and to monitor complex systems, detect and correct system problems. Ability to develop and implement policies and procedures; prepare budgets, conduct research, and write reports. Ability to train and provide technical assistance to users. Must have the ability to present technical information clearly to lay and professional groups. Skills in the operation and installation of information systems. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public.

Politically astute and engaged community leader who can speak with ease in staff meetings, Commission Meetings and in public forums, effectively conveying IT policies and plans to the organization. Collaboration-oriented, self-aware team builder who embraces the philosophy and set of practices that define servant leadership. A dedicated mentor who will focus on the development and evaluation of employees and engage with team and end users. Will help strengthen the organization by encouraging a shared sense of purpose and fostering a culture of stability and accountability.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight 5 to 20 pounds. May involve extended periods of time at a keyboard of work station.

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

Minimum Education and Experience

Minimum of a Bachelor's degree in computer sciences or related field. Advanced degree preferred.

Eight (8) years of responsible information systems experience to include three (3) years at a supervisory/management level.

Experience in data communications, radio and telephone communication systems, intra/internet structure transmissions, installation and maintenance of local and wide area networks.

Valid Florida Driver's License.