

**City of Vicksburg
Job Description**

Job Title: Director/ IT
Department: IT
Reports To: Southward Alderman
FLSA Status: E
Prepared By: Pamela Newton
Prepared Date: January 11, 2018
Approved By:
Approved Date:

Summary

Directs and coordinates development and production activities of computerized management information systems department by performing the following duties personally or through subordinate supervisors.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Consults with management to analyze computer system needs for management information and functional operations, to determine scope and priorities of projects, and to discuss system capacity and equipment acquisitions.

Oversees and maintains city vehicle location system

Recommends and develops plans for system development and operations, hardware and software purchases, budget, and staffing.

Oversee manages and maintains city social media.

Manages the development, implementation, installation, and operation of information and functional systems for the organization.

Responsible for the City's radio communications for both public works and public safety.

Develops, implements, and monitors management information systems policies and controls to ensure data accuracy, security, and legal and regulatory compliance.

Designs, manages, and maintains the City website.

Negotiates and contracts with consultants, technical personnel, and vendors for services and products.

Manages VoIP telephone system and related equipment and services.

Provides support to end users in the selection, procurement, usage, and maintenance of software programs and hardware.

Manages computer operation scheduling, backup, storage, and retrieval functions.

Provides in-house training for all software.

Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to determine costs and impact, and address problems.

Analyzes data and produces reports for all departments.

Manages all large utility projects that are related to billing in any way

Provides assistance and maintains all hardware and software for City timekeeping system.

Is responsible for the supervision of VTV employees, including interaction with the public when problems arise.

Supervisory Responsibilities

Is responsible for the overall direction, coordination, and evaluation of these units. Also directly supervises six non-supervisory employees. 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.

Qualifications To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Bachelor's degree (B. A.) from four-year College or university; or one to two years related experience and/or training; or equivalent combination of education and experience.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. (English)

Mathematical Skills

Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Computer Skills

To perform this job successfully, an individual should have knowledge of Accounting software; Contact Management systems; Database software; Design software; Human Resource systems; Internet software; Inventory software; Order processing systems; Project Management software; and Word Processing software

Certificates, Licenses, Registrations

Must have valid driver's license.

Other Skills and Abilities

Must have strong leadership skills.

Other Qualifications

Overtime, flexible work schedules and on-call work status may be assigned if needed.

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

While performing the duties of this Job, the employee is regularly required to sit; use hands to finger, handle, or feel and talk or hear. The employee is frequently required to stand and walk. The employee must regularly lift and /or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

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. The noise level in the work environment is usually moderate.