



Job Title	Assistant Director of IT	FLSA Status	Exempt
Band	MGR	Probationary Period	At-Will
Zone	8	Job Code	19995

Class Specification – Assistant Director of IT

Summary Statement:
 The purpose of this position is to manage functions of Information Technology such as budget, tool adoption, performance reporting and process metrics, staff development and organizational structure and supplier and process management. The Assistant Director of IT provides the Chief Information Officer with recommendations on staff-related issues and serves as acting director in the absence of the Chief. Work is performed with significant discretion and initiative in carrying out departmental objectives efficiently and effectively under the general direction of the Chief Information Officer.

This classification is distinguished from the Information Systems Manager I/II due to the significant budgetary impact and responsibility, and the City-Wide impact of their role and decisions.

Essential Functions	Note: Regular and predictable attendance is an essential function in the performance of this job.
Time % (All below must add to 100%)	Note: Time spent on each essential function will vary based on operational needs and is only intended to be an approximation over the course of a full year.
50%	Supervises the coordination of daily work activities; organizes, prioritizes, and assigns work; monitors status of work in progress and inspects completed work; consults with assigned staff, assists with complex/problem situations, and provides technical expertise. Supervises through subordinates the planning, scheduling, and coordination of department activities; researches, revises and develops policies, procedures and priorities to meet established goals and ensure legislative compliance. Assists with the development, implementation and maintenance of strategic, fiscal and service improvement plans for the Information Technology (IT) department. Serves as acting director in the absence of the director.
30%	Ensure each division identifies tactical roadmaps to support the IT strategy and report progress against the strategy to achieve future vision. Manage the IT financials to ensure the budget is responsibly requested, planned and spent. Oversee suppliers so the City receives appropriate service levels based on data analysis.
10%	Responsible for creation of IT performance monitoring and metrics on a daily, monthly, quarterly, and annual basis, providing visibility on infrastructure and



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	application performance to identify where additional resources are required. Standardize and optimize IT processes and procedures to bring value and enable continuous improvement, performance and consistency.
10%	Prepare and deliver IT communications internally and City-wide. Ensure tool adoption across IT divisions and City Departments to ensure full potential of technology investments.

Competencies Required:	
Human Collaboration Skills: Communications are highly sophisticated and involve final decisions or recommendations regarding policy development and implementation. Interaction with others outside the organization requires exercising participative management skills that support team efforts and quality processes.	
Reading: Advanced - Ability to read literature, books, reviews, scientific or technical journals, abstracts, financial reports, and/or legal documents. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Math: Advanced - Ability to apply fundamental concepts of theories, work with advanced mathematical operations methods, and functions of real and complex variables. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	
Writing: Advanced - Ability to write editorials, journals, speeches, manuals, or critiques. Ordinarily, such education is obtained at the college level or above. However, it may be obtained from experience and self-study.	

Technical Skills Required:	
Advanced Skills and Knowledge: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.	



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Relevant Background and Formal Education: Demonstrated skills, competencies, and knowledge required for this job are most often acquired through the following practical experience and level of academic education and training as suggested below.

Education: Bachelor’s degree from an accredited college or university with major coursework in information systems, computer science, public administration, business administration, or a related field.

Experience: Seven years of responsible full-time experience with an IT organization, including 5 years of supervisory experience.

Education and Experience Equivalency

One (1) year 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.

Certifications and Licenses: Must possess or be able to acquire the following certifications and/or licenses.

Certifications required in accordance with standards established by departmental policy.	
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Supervision Exercised:
 Work requires managing and monitoring work performance of a department including evaluating program/work objectives and effectiveness, establishing broad organizational goals and realigning work and staffing assignments for the department.

Supervision Received:
 Receives Administrative Direction: The employee normally performs the duty assignments within broad parameters defined by general organizational requirements and accepted practices. End results determine effectiveness of job performance.

Fiscal Responsibility:
 This job title has responsibility for final approval of budgetary recommendations. Monitors progress toward fiscal objectives and adjusts plans as necessary to reach them.



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Physical Demands:
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.

Environmental Conditions	Frequency
Primary Work Environment	Office Environment
Extreme Temperature	Never
Wetness and Humidity	Never
Respiratory Hazards	Never
Noise and Vibrations	Never
Physical Hazards	Never
Mechanical and/or Electrical Hazards	Never
Exposure to Communicable Diseases	Never

Machines, Tools, Equipment, and Work Aids: Computer, printer, copier, telephone, standard office equipment.

Specialized Computer Equipment and Software: Microsoft Office.

The description above is intended to represent only the key areas of responsibilities; specific job assignments, duties, and environmental conditions will vary depending on the business need of the department and the particular assignment.

Original Date: January 2022