



JOB DESCRIPTION

TITLE: Information Technology Director
DEPARTMENT: Information Services
GRADE: 22
FLSA: Exempt
EEO DESIGNATION: Official Administrator
REVISION DATE: 11/3/2020

POSITION SUMMARY

Under the direction of the City Manager the Information Technology (IT) Director manages and directs all aspects of City information technology operations including planning, implementation, integration, coordination and monitoring of the City information systems infrastructure. The IT Director exercises supervision over IT personnel and coordinates the information technology needs of departments with other directors.

This is an appointed position exempt from the protections described in Utah Code Ann. Section 10-3-1105(1)(a).

ESSENTIAL FUNCTIONS:

- Manages and directs all aspects of the City's computer operations including responsibility for the programming, back-up, integrity, availability, and security of all City information systems.
- Procures the proper equipment to meet the needs of the City and designs and maintains information systems. Plans for future growth of data processing and data storage city-wide.
- Oversees technical troubleshooting to resolve equipment and software problems.
- Oversees technical support to users regarding computer and software use.
- Assures systems are properly backed up to preserve file histories and availability.
- Ensures compliance of licensure according to software industry standards and practices.
- Manages the City's data center according to standard industry practices.
- Maintains the orderly operation of the City's network. This includes ensuring that the City is protected against malicious code.
- Stays current with the latest technology best practices and policies.
- Responsible for setup and take down of Emergency Operation Center's computer and phone systems.
- Consults and coordinates with other departments in meeting information technology needs.
- Supervises IT personnel.
- Performs other duties as assigned.



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MINIMUM QUALIFICATIONS

Position requires a bachelor's degree in computer science, information management, or related field. At least six years of increasingly responsible experience in a computer or information management related field is required. This position also requires a valid Utah Driver's License.

KNOWLEDGE AND SKILLS

1. Must have knowledge of: project management, Microsoft Windows Server operating systems, Microsoft Windows Client operating systems, Cisco router and switch programming, Cisco IOS proficiency, mastery of networking and TCP/IP topology design and implementation, firewall appliance programming and maintenance, Cisco CallManager and Cisco Unified Communications programming and maintenance, virtualization framework design (maintenance, and implementation), storage area network design (maintenance and implementation), out-of-band management proficiency, physical security access control systems management, surveillance system management, network and host monitoring, ESRI ArcGIS server and database management, Microsoft SQL Server management, wireless networking management and security, Internet proxy filtering design and management, public safety records management systems design, Microsoft Exchange management, SCADA systems management, Active Directory design (implementation and management), RDP applications suite management, disaster recovery proficiency.
2. Must be able to communicate effectively verbally and in writing, follow verbal and written instructions, prioritize tasks, establish effective working relationships with employees and the public; records management skills, apply complex concepts to the solution of problems and performance of assigned duties, model programs to the needs of users for desired results; and explain technical material in layman terms.
3. Maintain confidences and practice business in an ethical manner.
4. Exercise initiative and sound judgment and react resourcefully under varying stressful conditions.
5. Recruit, select, evaluate, retain, coordinate, and motivate employees.

WORKING CONDITIONS:

Comfortable working conditions which include intermittent sitting, standing and walking and extensive time in front of a computer screen. This position requires the ability to hear, see, communicate, sit, stand, walk, kneel, crouch, and the physical mobility to negotiate around different types of physical locations throughout the City and emergency situations. Considerable exposure to stress related to time deadlines and working conditions. Unconventional working hours including



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long hours, weekends and holidays as needed. Some travel may be required in order to perform the duties associated with this position.

The City of Draper is an equal opportunity employer without regard to race, color, religion, national origin, disability, genetic information, sex or age.

The intent of this job description is to provide a representative summary of the major responsibilities and duties performed on the job. It is not intended to be an exhaustive list of all job-related duties and responsibilities that an employee may perform. An employee in this position will be required to perform any other job-related duties required by their supervisor. This job description is not intended to and does not infer or create any employment, compensation, or contract rights to any person or persons. This updated job description supersedes prior descriptions for the same position. Management reserves the right to add or change duties at any time.