

TOWN OF BUENA VISTA, COLORADO
Job Title: IT Director

Department: Administration
Reports to: Town Administrator
Work Location: Public Works
Status: Exempt, Full-Time
Salary Grade: 9
Pay Range: \$52,713 - \$72,948

GENERAL DESCRIPTION OF DUTIES

This position plans, directs, and oversees the Information Technology Department and information systems in support of the Town's needs. Position is subject to 24-hour call back for emergency situations, and hours beyond the normal work schedule may be required.

SUPERVISION RECEIVED

This position receives general supervision and direction from Town Administrator. This position exercises formal supervisory authority over information systems staff in such areas as assigning and reviewing work, evaluating performance, discipline, training, recommending hiring and termination decisions.

ESSENTIAL DUTIES

The duties and responsibilities listed should not be construed to be all inclusive. The essential job duties will include other responsibilities as assigned and required.

- Plans, manages and directs the information services for the Town of Buena Vista and contracted external services including analysis, development and maintenance of systems.
- Develops goals and objectives to meet Town of Buena Vista's information services needs, prepares and administers a budget to achieve the stated goals and objectives.
- Monitors the Town of Buena Vista's computer network function; performs systems management activities related to network troubleshooting, security, and backup of network programs and files.
- Provides technical advice, training, and general systems support to all system users.
- Analyzes and recommends improvements to existing computer systems, applications and hardware.
- Administers and negotiates vendor hardware and software procurement and maintenance contracts.
- Reviews computer procurements to ensure compliance with Town's standards.
- Supervises technical staff, including the planning and assignment of work, performance evaluations, disciplinary action, and training.
- Directs capacity planning, disaster planning and other systems engineering support.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- The principles, practices and procedures of information systems, including systems design, systems analysis, programming and programming languages
- Wide area network design, fiber optics and network protocols
- Commonly used software and hardware
- The principles and practices of management and supervision
- Fiscal policies related to budgeting and purchasing

Skills and Ability to:

- Manage projects
- Design, develop, and deliver training programs
- Solve problems and make decisions in a stressful environment
- Plan, organize, and manage the functions and activities of an information systems program
- Organize and direct a comprehensive information systems program
- Develop short- and long-term plans to meet established goals
- Prepare and administer a budget
- Evaluate the effectiveness of various computer applications and alternative systems
- Communicate effectively both verbally and in writing, including the ability to present information technology data to the public, members of other agencies, and coworkers
- Maintain effective working relationships with all those contacted in the course of work
- Work in a safe manner
- Maintain sensitive and confidential information
- Perform various administrative tasks, determining the importance of each, setting deadlines, and completing projects on time
- Use standard office equipment including but not limited to personal computers, hardware and software, telephone, copier, and fax

EXPERIENCE AND TRAINING

Requires a Bachelor's degree and 6+ years of experience in information systems or computer science and increasingly responsible experience in the analysis and management of information systems including direct user support and network management for an organization; and increasingly responsible supervisory experience; or any combination of experience and training which would likely provide the knowledge, skills and abilities required to perform the essential job duties.

CERTIFICATIONS

Microsoft
Cisco

WORKING CONDITIONS

Duties are primarily performed in an office environment. This position is subject to 24-hour call back for emergency situations and hours beyond the normal work schedule may be required.

PHYSICAL AND MENTAL DEMANDS

Physical exertion is required to lift equipment up to 40 pounds and carry equipment up to 30 pounds. Repetitive motion, sitting, grasping and handling are frequently required. Reasonable accommodation will be provided to otherwise qualified individuals with disabilities and known limitations.