



# CITY OF SEDALIA, MISSOURI

Job Description

<b>Job Title:</b>	<b>INFORMATION TECHNOLOGY MANAGER</b>		
Department:	Administration		
Supervisor:	City Administrator		
Date:	February 2012	Position No.	ADM/4
FLSA Status:	Non-Exempt	Random Substance Testing:	N

---

## **Job Summary:**

This position is responsible for managing the city's information technology systems.

## **Job Scope:**

The purpose of this position is to manage the city's information technology system. Successful performance contributes to the efficiency of city operations.

## **Essential Duties and Responsibilities:**

1. Manages network functionality for city servers; assures security, proper bandwidth utilization, and connectivity within and between users; maintains email and file backup systems; manages central file system; maintains system updates.
2. Maintains individual workstations; performs system and application updates and new installations; troubleshoots and resolves connectivity and performance issues on multiple platforms and applications.
3. Responds to user based software performance issues.
4. Coordinates maintenance and service with vendors; schedules and coordinates service calls on proprietary software applications and operating systems; manages core system updates.
5. Assists city management in setting long term IT goals; identifies records management and dispatch functionality goals for police department; identifies records management, financial, building inspection/zoning management software goals for city management.
6. Identifies hardware and software solutions.
7. Purchases, installs, and configures solutions.
8. Manage City Web site development and maintain via vendors.
9. Prepares departmental budget for the IT department.
10. Performs other related duties as assigned.

**The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements does not exclude them from the position if the work is similar or related to the position.**

**Minimum Qualifications:**

1. Bachelor's degree in Information Technology from an accredited college or related field, or other certifications such as Microsoft, Cisco, etc. with related experience if approved by the City Administrator and the Personnel Director.
2. 3+ years experience in managing information technology
3. Knowledge of municipal government practices preferred
4. Valid Missouri drivers license

**Necessary Knowledge, Skills, and Abilities:**

1. Knowledge of city regulations, policies, and procedures.
2. Knowledge of system design and programming.
3. Knowledge of job related software applications.
4. Skill in the installation, maintenance, and repair of computer networks, including hardware, software, and peripherals.
5. Skill in Web site design and maintenance.
6. Skill in the management of computer databases.
7. Skill in public and interpersonal relations.
8. Skill in oral and written communication.
9. Knowledge of basic budgetary principles and purchasing policies.

**Guidelines:**

1. City Acceptable Use Policy. These guidelines require judgment, selection, and interpretation in application.

**Complexity:**

The work consists of varied duties related to the management of the city's information technology systems. Frequent technology changes contribute to the complexity of the work.

**Principal Working Relationships:**

Contacts are typically with other city employees, vendors, and members of the general public.

**Purpose of Contacts:**

Contacts are typically to give or exchange information, provide services, and resolve problems.

**Supervisory and Management Responsibility:**

Supervises contract employees and works with other Department Heads to ensure successful IT implementation

**Physical Demands:**

**The physical demands described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.**

The work is typically performed while sitting at a desk or table with intermittent standing or stooping. Some reaching and bending may be required. The employee occasionally lifts light and heavy objects, and may be required to distinguish between shades of color.

**Work Environment:**

The work is mostly sedentary and typically is performed in an office. Work may involve prolonged use of the telephone and personal computer. Evenings and weekends may be required.