



**CITY OF WEBSTER CITY
JOB BAND DESCRIPTION**

JOB – BAND CLASSIFICATION: Information Technology (IT) Director

Definition: Performs a variety of complex and technical work in the development, installation and maintenance of information technology systems.

Essential Functions:

Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer.

Essential duties and responsibilities may include, but are not limited to the following:

- Install or oversee installation of servers, work stations and printers throughout the networks, oversee installation of wiring network connections, install all network software, responsible for system backups, and basic system functionality.
- Analyze workstation and printer problems and take appropriate corrective action.
- Assist users by responding to questions regarding computer hardware and software.
- Keep accurate records of hardware, software, and licenses.
- Work with vendors in the installation of software and hardware.
- Ensure compliance with state and federal regulations and enforce security policies in all departments as relates to information technology.
- Management of internet connection, and anti-virus software.
- Prepare and manage a yearly budget
- Oversee and/or manage maintenance contracts on all hardware and software equipment as requested.
- Prepare request for proposals and coordinate bids for hardware and software as requested.
- Make recommendations on the selection of data processing equipment and software, obtain quotes, and place orders if requested, for delivery direct to department order was placed for.
- Attend schools and update classes related to computer hardware and software applicable to county and city use.

- Assist in the maintenance of the city web site and Facebook page, as requested.
- Management of proper disposal of outdated or unused computer equipment.
- Monitors computers operations, observe and monitor network
- Configures tunes and upgrades operating system. Assesses system performance and reports accordingly. Handles system disaster recovery.
- Develops and maintains system problem analysis and resolution techniques: examines and resolves system problems quickly and efficiency.
- Plans and organizes the acquisition and installation of all computer and data communications equipment.
- Creation of annual and long-range computer technology plans.
- Maintain confidentiality of work-related issues and City information.
- The above duties and responsibilities are intended to be descriptive of this position, but not to be construed as all inclusive, as required duties may be added or deleted as the job progresses.

While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the City.

Supervision Exercised: None

Required Competencies:

Including but not limited to the following:

Verbal and Written Communications

Problem-Solving

Decision Making

Planning and Organizing

Team Work and Cooperation

Education, Experience & Technical Skills Required:

High school graduate or G.E.D., supplemented by at least two years vocational, technical or college training in computer science, information technology or related technical field: and three years of programming experience, including system programming: or any equivalent combination of education and experience.

Physical and Environmental Requirements:

Ability to sit for extended periods of time. Strength to push, pull, or lift up to 50 lbs. Eyesight sufficient to distinguish colors. Hearing sufficient to hear verbal and phone conversations. Reading and writing skills sufficient to research regulations and keep accurate records. Ability to work alone as well as in a group.

FLSA/Wage Hour Status: Non-Exempt