

RESOLUTION NO. 27-2017

Adopting a Job Description for Assistant to the City Manager/IT Director and Amending the Staffing Chart to Accommodate Said Position

WHEREAS, City Council wishes to adopt a job description for the unclassified position of Assistant to the City Manager/IT Director; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 59-2016 establishing the 2017 Staffing Chart of the City of Worthington to add the position Assistant to the City Manager/IT Director; and,

WHEREAS, it is desirable and necessary to amend Resolution No. 59-2016 to delete the position Assistant to the City Manager/IT Manager;

NOW THEREFORE, BE IT RESOLVED by the Council of the Municipality of Worthington, County of Franklin, State of Ohio:

SECTION 1. That the job description for the position of Assistant to the City Manager/IT Director (Class Specification No. 244) as per the description attached hereto be and the same is hereby adopted.

SECTION 2. That City Council does hereby amend the 2017 Staffing Chart of the City of Worthington by adding the position Assistant to the City Manager/IT Director and by deleting the position Assistant to the City Manager/IT Manager.

SECTION 3. That the Clerk of Council be and hereby is instructed to record this Resolution in the appropriate record book.

Adopted May 15, 2017

/s/ Bonnie D. Michael
President of Council

Attest:

/s/ D. Kay Thress
Clerk of Council



CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE: Assistant to the City Manager/IT Director	CLASS: 244
Department: Administration	Title Originated: 2017
Date: May 15, 2017	
Reports To: Assistant City Manager	Updated:
FLSA Status: Exempt	

General Statement of Duties

Under the direction of the Assistant City Manager, the Information Technology Director provides advanced administrative and managerial work directing technology and related service activities, and is the highest IT leadership role in the City. This highly responsible position provides strategic and technical guidance and direction to the entire organization. The IT Director coordinates the purchase of technology, designs and monitors the City's technology systems, evaluates and manages the City's IT risk level, oversees training for City staff and troubleshoots technology problems. The Director supervises and assists the IT staff in providing ongoing support for technology matters throughout the organization.

Essential Functions of the Position:

Provide strategic direction for all City IT operations, including infrastructure and architecture, application development, re-engineering business processes, networks, outsourcing and computer and auxiliary operations and support.

Manage the day to day operations of the IT function, including financial, personnel and equipment resources.

Manage IT troubleshooting, systems backups, archives and disaster recovery processes.

Protects the City's assets by enabling existing and future technology platforms to incorporate security by design.

Assist departments with computer, telephone and networking needs.

Review, setup and oversee service contracts for technology and telephone systems.

Design, develop and implement written procedures, training programs and security controls.

Create and execute project work plans; manage project scope or requirement changes and multiple and competing demands/priorities while determining the impact on time and budget, revising plans as appropriate to meet the changing requirements of the project.

Build relationships and create synergies across the City to enable cost-effective and innovative shared solutions.

Ensure the management, coordination, development, selection and operation of all information systems within the City.

Design and recommend technology solutions that support business and customer needs and enhance user productivity.

Stay current with new technologies and platforms; identify emerging technologies to be introduced within the City to ensure that IT capabilities respond to the needs of the enterprise's growth and objectives.

Plan and develop the annual operating and capital budgets for Information Technology; review and monitor expenditures to remain within established budgetary constraints and reduce/control costs of the overall IT services.

Provide leadership, coaching and direction to the IT staff.

Participate as a member of the City's senior leadership team, attending City Council meetings and other functions and events as required.

Provide proactive assistance and guidance to identify opportunities to improve operations through the use of technology.

Meet with department heads, managers, supervisors, vendors and others to solicit cooperation and resolve problems.

Keep appropriate work records and documentation.

Knowledge, Skills and Abilities

Ability to analyze complex technological problems

Understanding of how to apply current and emerging technologies to assist with City operations.

Experience with risk management, information security and IT audits.

Ability to establish and maintain effective working relationships with employees, City officials and vendors.

Ability to communicate effectively, both orally and in writing; Ability to communicate technology solutions using understandable terminology.

Ability to manage change across the organization.

Ability to deal with and defuse difficult, stressful situations calmly.

Skill in project management, including planning, collaboration and completion of technology-related projects.

Current technical understanding of hardware and software requirements, best practices and innovative technology service delivery

Ability to lift and carry heavy objects as required, at times weighing up to 50 lbs.

Minimum Requirements of the Position:

Possession of a Bachelor's degree in Information Systems, Computer Science or a related field; six or more years in IT of which two or more years must include leadership responsibilities; or any combination of experience and training which provides the required knowledge, skills and abilities.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 27-2017; Effective May 15, 2017