

METROPOLITAN DISTRICT COMMISSION CLASSIFICATION DESCRIPTION

CLASSIFICATION TITLE: MANAGER OF INFORMATION TECHNOLOGY

PURPOSE OF CLASSIFICATION

The purpose of this classification is to plan, manage and direct the staff, resources and operations of the District's Information Technology (IT) department. Work involves managing the development, implementation, and maintenance of information systems and communication systems; directing IT planning, development implementation and operations; supervising staff; and managing department resources. Classification typically reports the Chief Administrative Officer.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Plans, directs and coordinates the technological development, operations, and maintenance of the District information systems, including system analysis, programming, development, hardware installation and software applications; develops department goals and objectives; develops operating procedures; establishes work plans, priorities and assignments; sets department performance goals; monitors operations and department performance; ensures compliance with applicable laws and regulations; evaluates department effectiveness and efficiency; and implements changes to improve performance.

Participates in strategic and operational management processes for the District; defines plans, policies and standards for the organization with regard to acquiring, implementing and operating IT systems; and acts as advocate for the District's IT vision via communications with management and end-users.

Directs information systems development and technology; leads the development of strategic and operational plans for the IT systems; assesses current and future system needs; directs systems analyses, evaluation and development; approves, prioritizes and controls IT projects and initiatives.

Coordinates approved IT development and upgrade projects; coordinates and facilitates consultation with user departments; collaborates with process owners in defining business and system requirements for new technology implementations; monitors project status and progress; and keeps users and executive management informed of progress.

Prepares systems maintenance schedules and oversees its implementation; ensures continuous delivery of IT services through monitoring of IT systems performance; and directs the development and execution of a comprehensive disaster recovery and business continuity plan.

Supervises information systems staff; interviews; recommends and selects applicants from approved lists; assigns work; establishes performance expectations; provides training and employee development; provides guidance and

advise regarding difficult IT issues; enforces safe work practices; evaluates employee performance; counsels employees; administers union contract language, oral and written warning and suspense; and recommends higher level discipline and other personnel actions, such as reclassifications.

Manages assigned resources including equipment, staff, budgets and other resources; develops business case justifications and cost/benefit analyses for IT spending; develops and manages department operating and capital budgets; identifies opportunities for cost-effective investments in IT systems including staffing, sourcing, purchasing and in-house development; and assesses and communicates risks associates with IT investments.

Reviews hardware and software acquisition and maintenance contracts; pursues master agreements to capitalize on economies of scale; and represents the District and its IT issues to vendors and contractors.

Establishes effective working relationships with managers and employees from other District work units and with personnel from governmental agencies; coordinates operations other District work units to support project objectives and programs; and coordinates activities within the Division and its sub-activity operations, to include the allocation of personnel, materials and equipment.

Prepares and/or reviews project reports, statistical analyses, project tracking records, correspondence, and other operational and administrative documents.

Operates personal computers, IT equipment, and general office equipment as necessary to complete essential functions, to include the use of word processing, spreadsheet, database, or other system software.

ADDITIONAL FUNCTIONS

Performs other related duties as required.

MINIMUM QUALIFICATIONS

Bachelor's degree in management information systems, computer science or a related field; supplemented by minimum nine (9) years of progressively responsible IT management experience; including three (3) years at the senior management level; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Must have a valid driver's license.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to coordinate, manage, strategize, and/or correlate data and/or information. Includes exercise of judgment in determining time, place and/or sequence of operations. Includes referencing data analyses to determine necessity for revision of organizational components.

Human Interaction: Requires the ability to function in a managerial capacity for a division or organizational unit. Includes the ability to make decisions on procedural and technical levels.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate and control the actions of equipment and machinery, requiring the monitoring, adjustment, regulation, and/or setting of multiple conditions.

Verbal Aptitude: Requires the ability to utilize consulting and advisory data and information, as well as reference, descriptive and/or design data and information as applicable.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations involving basic algebraic principles and formulas, and basic geometric principles and calculations.

Functional Reasoning: Requires the ability to apply principles of logical or synthesis functions. Ability to deal with several concrete and abstract variables, and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

Situational Reasoning: Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or set of programs.

ADA COMPLIANCE

Physical Ability: Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Some tasks require the ability to perceive and discriminate sounds, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

The Metropolitan District Commission is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Commission will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.