

<b>Job Class Code: 1400</b>	<b>FLSA Status: Exempt</b>
<b>Pay Basis: Salary (Annual)</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to supervise staff and oversee operation of the City's information system. The class is responsible for supervising staff, establishing goals, objectives, policy and procedures, planning information system infrastructure and architecture, designing operating processes, managing system operations, evaluating system performance, negotiating for improved system capabilities, and coordinating or reporting on activities to senior management and elected or appointed officials. The class researches and formulates long range goals for the organization; develops policy and position papers and negotiates with chief administrative officer and/or elected officials.

**TYPICAL TASKS**

- Manages staff including establishing staffing standards, organizing, selecting or recommending selection, training, assigning and evaluating work, counseling, disciplining, and terminating or recommending termination.
- Leads organizational initiatives and assignments to support and address communication and information technology common issues and partners with various departments and agencies for effective results.
- Develops policies and procedures in consultation with senior management, staff, and system users to ensure efficient and economical operations; ensures policies and procedures are promulgated to all levels and evaluates to ensure compliance and identify deficiencies.
- Conducts needs analysis and consults with information system users to establish long range goals and objectives; monitors and researches trends in information technology, laws, rules, and City policy to develop strategies to achieve long range goals.
- Assesses emerging technologies for applicability to City information system needs; develops plans and programs for acquisition; oversees procurement, installation, and achievement of operational status.
- Directs major system processes including operations, technical support, user interfaces, administration, and related activities.
- Represents the City on boards or committees involved in information systems planning at the regional or state level; provides advice and assistance to City business technology planning efforts.
- Monitors information system operating parameters and performance indicators to assess system performance levels; consults with system users on adequacy and timeliness of information services; takes corrective actions when system deficiencies are identified.
- Oversees administrative matters such as developing budgets, administering expenditures, conducting special studies, preparing routine or special reports, developing and administering training, providing for staff technical or professional growth, and other administrative duties.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Synthesizes or integrates analysis of data or information to discover facts or develop knowledge or interpretations; changes policies, procedures, or methodologies based on new facts, knowledge, or interpretations.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and administrative, professional, and information system practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.

<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a scientific, engineering, fiscal, legal, or other nature and formulates recommendations on the basis of such analysis; applies creativity and resourcefulness in the analysis and solution of complex problems; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as the entire focus of the job, affecting entire organization and surrounding population; develops long range goals, plans and methodologies.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a bachelor's degree with major course work in computer science, information technology, management information systems, business administration or a closely related field. A master's degree in a related field is preferred.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of full-time equivalent experience with responsibilities in the management and support of information systems and technology.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*