

Job Class Code: 1290	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the job classification (class) is to oversee, manage, and coordinate activities of the Enterprise Systems Management team of the Department of Information Technology. The job class is responsible for staff supervision, training and development, and core enterprise computing and support functions for the City. The job class has budgetary and reporting responsibility as it relates to support and maintenance of the enterprise computing infrastructure. The job class works within broad policy and organizational guidelines; independently plans and implements projects.

TYPICAL TASKS
<ul style="list-style-type: none"> • Directs and supervises staff including selecting, training, assigning and evaluating work, coaching, counseling, disciplining, and terminating employees. • Supervises and coordinates team projects requiring testing, corrections, updates, and consolidation of enterprise systems architecture, networks, and databases. Ensures efficient and economical operation to produce a finished implementation for production; assists with task completion as required. • Performs feasibility studies, total cost of ownership (TCO), and return on investment (ROI) analysis, and prepares Requests for Proposals (RFP). • Develops and implements plans for new technology, system upgrades, and enhancements to existing systems with input or requirements from other City stakeholders. • Reports progress of major activities through tracking metrics, execution of reporting requirements, and conducting regular meetings. • Works with department heads, consultants, City management, City Council, and others to develop project concepts and specifications in the support of new and existing systems. • Negotiates with outside consultants and vendors; establishes delivery timetables, sets parameters of performance, and assesses quality of deliverables. • Develops, monitors, reconciles, and reports on project and program budgets and contract specifications, including design requirements and development schedules to all relevant stakeholders. • Prepares annual business unit budget; oversees, reviews, and approves expenditures for area of responsibility; prepares financial forms and reports. • Gathers and maintains information to support periodic and special reports documenting activities for area of responsibility. • Attends or conducts staff and other professional meetings to exchange information. • Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Develops new approaches or methodologies to solve problems not previously encountered by analyzing, synthesizing, or evaluating data or information using unconventional or untried methods.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of logical principles and thinking to solve practical problems within or applying to a unit or division of the organization.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios, proportions or measurements, logarithmic, or geometric construction; may use algebraic solutions of equations and inequalities, descriptive statistics, deductive geometry, plane and solid, and rectangular coordinates, or mathematical classifications or schemes.

Language Requirements	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; writes complex articles and/or reports; develops presentations for sophisticated audiences.
Mental Requirements	Performs advanced professional level work in the analysis or interpretation of methods of an engineering, fiscal, legal, or managerial 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.
Decisions/Supervisory Control	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge	Technical knowledge and demonstrated accomplishments in strategic planning, problem analysis, and resolution; technical knowledge of networking, virtualization technologies; extensive working knowledge of SANs & NAS storage
Skills	Excellent business application skills including serving as a change agent and leading large projects; demonstrated skills with networking protocols, securing, and right-sizing bandwidth needs.
Abilities	Ability to manage multiple projects and project plans as well as a diverse technological staff while also providing strategic leadership and direction to the business unit and collaboration with personnel within the department and the City.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in computer science or a closely related field.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with the City's Driving Standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties. Information Technology based positions must meet requirements specified in Criminal Justice Information System (CJIS) policy for access to the Virginia Criminal Information Network (VCIN).

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.