



Job Description

Town of Westerly

Job Title:	Director of Information Technology								
FLSA:	Exempt	X	Non-Exempt		Union Status:	Union		Non-Union	X
Supervision Received:	Town Manager			Supervision Exercised:			Departmental Staff		
Last Revision:	10/2016								

General Summary:

This position is responsible for management and operation of the Town’s information and technology systems. This position is also responsible for providing support and maintenance of all electronic communication devices including but not limited to computers, video, audio, and any other electronic equipment and media used.

Essential Functions:

1. Directs, manages, leads, coordinates and mentors departmental staff.
2. Ensures compliance with all applicable federal, state and Town laws, ordinances and regulations.
3. Manages the operations of the Town’s information systems including network service maintenance, telecommunication systems, software and all local, state and federal information systems used by the Town.
4. Provides strategic oversight and support of police department information technology services.
5. Plans and directs the maintenance and improvements to software and hardware.
6. Organizes and supervises a technology material and equipment distribution system.
7. Develops and implements security measures to safeguard resources.
8. Coordinates user assistance and troubleshoots network problems.
9. Evaluates effectiveness of systems and proposes process improvements.
10. Develops long-range and short-range plans for systems development.
11. Develops and maintains budgetary requirements and capital improvement projects.
12. Supervises and annually evaluates all IT contractual obligations with the Town.
13. Manages and reviews all expenses in detailed form to ensure accurate accounting of expenditures.
14. Develops and administers the departmental budget.
15. Collects and analyzes data on metrics within the department.
16. Develops and oversees the management of an accurate inventory of all department technology equipment.
17. Provides direction and consultation in the use of instructional technology to employees.
18. Coordinates in-service training to employees on updates in computer technology.
19. Develops and implements policies related to IT.

Other Functions:

1. Attends conferences, seminars, committee meetings as required.
2. Other related duties as assigned.

Education & Experience:

Education:

Bachelor's degree in Computer Science, Information Systems, public administration, business administration, or related field.

Experience:

Five years of experience in information systems administration, with at least three years in a management or supervisory role.

Any equivalent combination of education, experience, or training that has prepared the incumbent to perform the essential duties of the position.

Knowledge, Skills & Abilities:

The position requires the following knowledge:

- Expert knowledge in the principle, practices, laws, regulations and procedures of technology in a networked environment.
- Advanced knowledge of telecommunication systems and network security applications and procedures.
- Expert knowledge of current information technologies including system analysis, design, integration, operation, security and maintenance.
- Knowledge of the principles and practices of project management and methods and techniques in planning, developing, implementing and administering a broad range of information systems programs.

This position requires the following skills:

- Sound administrative and management skills in the areas of policy interpretation, procedures and people.
- Well-developed analytical capabilities.

This position requires the ability to:

- Prioritize IT initiatives and coordinate the evaluation, deployment and management of current and future IT systems.
- Prepare and analyze comprehensive reports and carry out assigned projects to their completion.
- Maintain effective working relationships with all contacts.
- Understand and communicate written and verbal instruction.
- Effectively interact and communicate with the general public and fellow employees and a variety of other stakeholders.
- Understanding of town ordinances, state laws and regulations governing human resources issues.
- Manage various computer applications including Excel and Word

Licenses & Certifications:

Project Management Professional (PMP) certification, Certified in Risk and Information Systems Control (CRISC), Microsoft Certified Systems Engineer (MCSE) or other related professional certifications are desired and at least one professional certification will be required within one year of employment.

Possess a valid driver's license.

Special Requirements:

This position requires the following:

- Work hours beyond the regularly scheduled work week in order to attend various commission, board and council meetings will be required.
- A thorough background check.

Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	<1/3	1/3 to 2/3	>2/3
Stand		x		
Walk		x		
Sit				x
Use hands to finger, handle, or touch				x
Reach above shoulders		x		
Climb or balance		x		
Stoop, kneel, crouch, or crawl	x			
Talk or hear				x
Taste or smell	x			
Driving (including valid driver's license)	x			

<i>Lifting Requirements</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Up to 10 pounds			x		
Up to 25 pounds			x		
Up to 50 pounds			x		
Up to 100 pounds			x		
More than 100 pounds		x			
<i>Noise Level in the Environment</i>					
	Very quiet		Quiet		
x	Moderate Noise		Loud Noise		
	Very Loud Noise				
<i>Environmental Conditions</i>		<i>Amount of Time</i>			
		None	<1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		x			
Work in high places		x			
Risk of electrical shock		x			
Risk of radiation		x			
Work in extreme weather conditions		x			
Exposure to blood or other body fluids		x			
Exposure to hazardous chemicals		x			
<i>Special Vision Requirements</i>					
x	Close vision	x	Distance vision		
	Color vision	x	Peripheral vision		
x	Depth perception	x	Ability to adjust focus		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.