

CITY OF GLENDALE

TITLE:	Chief Info Technology Officer	CLASS CODE:	289
REPORTS TO:	Assistant City Manager or Designee	GRADE:	55
DEPARTMENT:	Information Systems	FLSA:	E
JOB SPECIFICATION DATE: July 1, 2005 bwg			

JOB SUMMARY

Serves as the chief information technology planner responsible for overseeing all information technology services including: network services, software applications development and acquisition, telecommunications, and administrative support services.

ESSENTIAL FUNCTIONS

1. Plans, organizes, and directs the activities and staff for effective management of information technology in the City of Glendale.
2. Provides leadership and managerial guidance to staff responsible for network services, software applications development and acquisition, telecommunications, and administrative support services.
3. Plans and directs studies and prepares management reports directly related to the development and implementation of computer and office automation technologies.
4. Develops short and long-range department goals and objectives and conducts continuous review and analysis of programs and technologies.
5. Oversees the development and administration of the annual departmental budget.
6. Develops and implements comprehensive plans, strategies, and solutions for the development and application of citywide automation and computerization.
7. Establishes and implements department policies, procedures, and guidelines.
8. Plans and oversees staff work with vendor organizations in the acquisition of computer hardware and software, and reviews appropriateness of their use in city operations.
9. Consults with management, department heads, and other city staff to provide direction and input to, and coordination of, programs involving computer and office technologies.

SECONDARY FUNCTIONS

10. Performs other related duties as assigned.

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Principles, applications, techniques, and state-of-the-art solutions related to computer technology, networks/data communications, personal computers and telecommunications
Basic principles of organization and budgets preparation
Leadership and management techniques and methods

Ability to:

Supervise, train, and develop employees effectively

Monitor and review programs and determine their effectiveness

Determine the most effective utilization of equipment and human resources

Communicate effectively in writing, and make effective oral presentations of technical information and ideas in a clear manner

Establish and maintain effective working relationships with city staff, city officials, and vendor organizations

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Four year bachelor's degree in management information systems or a related field and five to seven years of senior management experience in leading an information technology department or organization.

Master's degree preferred.

Any equivalent combination of training, experience, and education that provides the required knowledge, skills, and abilities, is qualifying.