

Information Systems Director – 1390

GENERAL DEFINITION AND CONDITIONS OF WORK:

Performs complex professional and technical work in the procurement, installation and configuration, and maintenance of the City's network systems hardware and software. Oversees the City's telephone, radio, and various other communications systems. Work is under general supervision. Supervision is exercised over subordinate personnel.

This is sedentary work requiring the lifting of up to 10 pounds frequently and 50 pounds occasionally, and a negligible amount of force frequently or constantly to move objects; work requires climbing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for depth perception, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the working is subject to inside environmental conditions.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Responsible for infrastructure and network developments, upgrades, installations, support, and maintenance of city's computer systems and overseeing the city's communication systems such as telephones and radios.

Researches, develops, installs and maintains network and infrastructure hardware and software;
Analyzes and makes recommendations for system and application upgrades and replacements;
Analyzes and make recommendations for all communication systems;
Troubleshoots complex network hardware/software problems;
Coordinates and supervises work of staff;
Researches, installs, and maintains firewall technologies;
Coordinates with user departments to determine needs; discusses and resolves problems;
Consults with external agencies linked to computer and communication services;
Installs, repairs, and maintains individual computer stations;
Maintain VOIP telephone system;
Interfaces new products to existing hardware, software, and work procedures;
Develops annual budget for department and monitors expenditures;
Prepares specifications and recommends purchase of computers and related technology;
Provides technical assistance to users through direct consultation;
Maintains reasonable and predictable attendance;
Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of Local Area Networks (LANs), Wide Area Networks (WANS), and Internet software, hardware and configuration development; thorough knowledge of operation, capabilities, and maintenance of hardware, software and networking applications; thorough knowledge of network development, methods, and technology; ability to perform complex analytical assessment of technology; ability to plan, organize, direct and evaluate technological needs of the city; ability to establish and maintain effective working relationships with users, department heads, external agencies and vendors; ability to communicate effectively orally and in writing.

Currently used by City: LANs, WANs, SAN technology, hubs/switches/routers/bridges, TCP/IP protocols, drivers, Linux, XP, MS Office, MS SQL 2005, MS Server 2000 & 2003, VOIP, AS400, GIS, website design and maintenance.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university in computer science or a related field and at least three years experience in the installation and maintenance of computer networks.

SPECIAL REQUIREMENTS:

Microsoft Certified Engineer certification preferred.