

CITY OF COSTA MESA  
Established Date: xx x,xxxx  
Revision Date: xx x,xxxx

## Information Technology Director

Class Code:  
xxxx

### **DESCRIPTION:**

This is a highly responsible supervisory and administrative position which is responsible for planning, organizing and directing the activities of the Information Technology Department.

### **CLASS CHARACTERISTICS:**

This is a management-level classification. The Information Technology Director reports to the Chief Executive Officer (CEO) and is responsible for overseeing all of the operations of the Information Technology Department which includes the operations, staff and projects. This also includes the development of the budget for the department. This position is expected to use independent judgment by applying principles and practices of information technology to solve major policy and technical issues. This work may require the employee to be available other than regularly scheduled working hours to oversee system changes, resolve major operational problems and to attend and make presentations at various City meetings, including City Council meetings.

### **ESSENTIAL FUNCTIONS:**

*These functions may not be present in all positions in this class. When a position is to be filled, the essential functions will be noted in the announcement of position availability. Management reserves the right to add, modify, change or rescind work assignments as needed.*

- Plans, organizes and directs the functions of the Information Technology Department.
- Plans, organizes, directs, and evaluates the performance of managers and their assigned staff as well as coaches for improvement and development.
- Establishes performance requirements and personal development goals; takes disciplinary action to address performance deficiencies.
- Provides leadership and works with managers to develop and retain highly competent staff through selection, compensation, training and management practices which support the City's mission and values.
- With managers, develops, implements and monitors long-term plans, goals and objectives focused on achieving the City's mission and City Council's priorities.
- Prepares and administers annual Department budget.
- Confers with department heads to determine information technology needs to ensure compliance with standards and compatibility with the City's infrastructure and develops, implements and supports appropriate programs based on systems analyses.
- Provides project management for in-process technology projects, as well as support the planning of projects that have not yet been started.
- Demonstrates an ability to successfully manage the migration from a client-based server environment to a virtual environment.
- Establishes standards and guidelines for the acquisition, installation, and use of computers, local area networks, application systems, and communication and telecommunication systems.
- Develops strategies for internet, intranet, and e-commerce business applications.
- Attends various City, Council, staff and community meetings as required.

- Keeps abreast of current principles and practices, technology, regulations and literature that apply to City information technology and communication projects and needs.
- Participates on internal and external committees, boards, and task forces, as appropriate.

**QUALIFICATIONS GUIDELINES:**

*A typical way to obtain the requisite knowledge and abilities to perform the duties and responsibilities of this classification is as follows:*

**EDUCATION, TRAINING AND/OR EXPERIENCE:**

Bachelor's degree in computer science, business or public administration, and six (6) years of highly responsible experience in all phases of business data processing including systems analysis, programming, computer operations, communications and experience or project management responsibilities for a major system implementation.

**LICENSE AND/OR CERTIFICATE:**

Possess, or ability to obtain, a valid California driver's license.

**REQUISITE KNOWLEDGE AND SKILL LEVELS:**

Thorough knowledge of hardware and software systems on both mainframe and client-server platforms and insight on current trends in information technology; principles of budget development and administration; principles and practices of personnel management and contract administration. Knowledge of municipal operations is desirable. Ability to pass Department of Justice background screening.

**REQUISITE ABILITIES:**

- Ability to plan, organize, assign, coordinate and manage the activities of professional and city staff and outside contractors.
- Ability to direct the planning and installation of information technology equipment.
- Ability to develop complex strategic plans, and methods to evaluate programs.
- Ability to develop and administer the department budget.
- Ability to communicate effectively orally and in writing.
- Ability to present proposals and recommendations effectively in public meetings.
- Ability to think globally and carry out complex projects independently.
- Ability to translate business requirements into solutions.
- Ability to manage large multi-year, multi-departmental projects and prioritize numerous complex tasks.
- Ability to establish and maintain effective working relationships with the City Council, public officials, other department heads, staff, private and community organizations, and other encountered in the course of work.
- Ability to interpret and apply Memoranda of Understanding, City ordinances, and administrative rules and regulations affecting departmental operations and personnel matters.
- Ability to utilize a computer and other office equipment.
- Ability to understand and carry out oral and written directions.

**SUPPLEMENTAL INFORMATION:**  
**PHYSICAL TASKS AND ENVIRONMENTAL CONDITIONS:**

Please contact Human Resources for a summary of the essential tasks and environmental factors for this classification.

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis.