



## JOB DESCRIPTION

### Technology Officer

Date Prepared: July, 2014

**SUMMARY:** Under administrative direction, plans, directs, coordinates, and exercises functionality authority for planning, organizing, controlling, integrating, designing, implementing, and enhancing information systems and services of the City's Technology Division and services as the primary City authority for Technology and Management Information Systems; performs related duties, as required.

**ESSENTIAL FUNCTIONS:** -- *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties which are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the employer. Essential duties and responsibilities may include, but are not limited to the following:*

- Provide overall management and definition of the City's Technology Division; consult and serve in an advisory capacity to the City Manager and other high-ranking officials on information technology matters.
- Work closely with the City Manager, executive team, department heads, managers, employees from other public agencies, and the general public to establish goals and policies that meet the City's goals and initiatives.
- Monitor and validate technology value; provide long-term strategic direction regarding City technology.
- Mediate between departments and divisions regarding disputes over competing priorities or goals; assist departments and divisions with business process reviews and improvement.
- Resolve procedural, operational, and administrative problems by communicating with Technology Division management, City management, and other department personnel.
- Oversee and/or participates in project management for both new system implementations and enhancements to existing systems and services.
- Direct, oversee, and participate in the development of the Technology Division's Annual Work Plan.
- Develop and enforce divisional policies and procedures, short- and long-term objectives.
- Stay informed of standards in line with legal and industry best practices and assess new and emerging technologies to determine applicability to City business services.
- Oversee the preparation of the Technology Division budget and staffing requirements.
- Direct, oversee, and participate in the selection of consultants and vendors working on information technology projects.
- Perform strategic planning for long term forecasts of technology trends and issues.

#### MINIMUM QUALIFICATIONS:

##### Education, Training and Experience Guidelines:

Bachelor's degree in Information Technology or a closely related field AND at least eight years professional information technology experience, including five years of supervisory or management experience; OR an equivalent combination of education, training, and experience. A Master's degree in Information Technology or a closely related field may substitute for three years of experience.

**Knowledge of:**

- City policies and procedures.
- Knowledge of current technology trends and capabilities as they relate to hardware and software solutions.
- Principles and practices of public administration, effective employee supervision, administrative management, project management, and strategic planning.

**Skill in:**

- Using initiative, discretion, and judgment within established procedures, guidelines, and rules.
- Defining problems, establishing facts, and drawing valid conclusions.
- Managing situations requiring diplomacy, fairness, firmness, and sound judgment.
- Managing staff, delegating tasks and authority, and evaluating staff performance.
- Building effective teams and providing efficient customer service.
- Communicating effectively, both verbally and in writing.
- Establishing and maintaining cooperative working relationships with City Manager, department heads, managers, supervisors, employees, external public and private agencies, consultants, vendors, suppliers and the general public.
- Applying safe work practices.

**LICENSE AND CERTIFICATION REQUIREMENTS:**

- Must possess a minimum of a valid California Class “C” driver’s license upon hire and maintain throughout the length of employment with the City of Victorville.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in an office environment and in close proximity to other workers. May be exposed to excessive noise levels. Incumbent shall be exposed to those conditions normally encountered in a business office environment. Physical demands are light, consisting primarily of sitting, standing and walking. May be required to lift and carry items weighing up to 75 pounds. Incumbent must be able to see and hear in the normal range with or without correction and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must have the stamina to work long hours and attend night meetings after regular working hours.

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Department Head Approval

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Date

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Personnel Officer Approval

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Date