

Position Description: Director of Information Technology

Service Type: Administrative-Level 6

Definition: Under the general direction and supervision of the borough mayor and/or his designee, the Director of Information Technology (IT) is responsible for the overall operation, management and control of Information Technology services for borough general government and service areas.

Minimum Qualifications: A Bachelor of Science degree in a related field and four years experience in programming and analysis, or system/network administration and design. Relevant experience may be substituted for education on a year-for-year basis. Must have demonstrated the ability to supervise a subordinate staff. Working knowledge and understanding of client/server, database, email, network, security and telephony systems. Familiarity with local government data processing is desirable.

Essential Functions:

1. Supervises, directs and coordinates both IT Support and IT Application Development personnel.
2. Plans, develops and evaluates Borough-wide IT activities to ensure goals and objectives are accomplished.
3. Provides technical direction and assistance to all IT staff.
4. Manages technical support activities for the borough's IT services, ensuring timely and courteous support of borough computing users.
5. Ensures maintenance, operation and recoverability of borough technology resources.
6. Prepares and administers an annual operating budget for the IT department.
7. Confers with departments to identify information technology needs and recommends hardware and software solutions.
8. Prepares and implements policies, procedures and standards relating to information technology systems.
9. Assists applications development staff to efficiently utilize technology resources.

Other Functions:

1. Other related duties as assigned.

Physical Demands: While performing the duties of this job, the employee is frequently required to use hands and fingers dexterously to operate office equipment, and to communicate orally; regularly required to sit and occasionally required to stand, walk, stoop, kneel, or crouch, and reach with hands and arms. The employee must occasionally transport up to 50 pounds. Specific vision abilities required include close vision and the ability to adjust focus. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.