

CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

CLASSIFICATION

TITLE: Director of Information Technology

CLASS CODE: 1367

GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification are accountable for the overall planning, directing and operations of the Information Technology Services Agency.

DISTINGUISHING CHARACTERISTICS:

This is an advanced-level managerial classification in the Data Processing Series – Data Processing Management Group job family within the City of St. Louis. Incumbents within this classification perform complex duties with a variety of related tasks. The distinguishing characteristic of this classification within the series is the accountability for the overall operations of the Information Technology Services Agency.

Incumbents work under administrative direction. They are free to plan, direct and organize all phases of work necessary for its completion within broad program guidance. Incumbents generally report to an executive level administrative official.

This is the executive level for this series. Positions in these classes have **primary and major** responsibility for setting broad policies, exercising overall authority for the execution of those policies and managing work units or operations. Incumbents are delegated on a regular and recurring basis full authority to establish comprehensive objectives and strategies for a department and its major subdivisions. This level of work considers all internal and external forces and developments on department strategies and goals, guides the integrated planning for functional activities, and continually reviews both objectives and their implementation for effectiveness.

EXAMPLES OF WORK (Illustrative Only):

(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)

Plans and advocates the formulation or modification of agency or major work unit administrative and/or program systems and practices to promote equitable management of human, financial, and other resources within the agency.

Facilitates effective work relationships between the agency and other administrative and/or program systems. Coordinates the technology planning and implementation with and between other agencies and departments.

Determines performance evaluation standards and procedures to provide information to subordinate staff on individual work performance expectations to ensure complete and objective appraisal of subordinates' performance.

Develops and directs the implementation of operational plans to ensure the establishment of appropriate goals and the development of action steps to achieve these goals.

Develops and recommends new and revised statutes, rules, policies, and procedures to respond to changes in operational/program needs, objectives, and priorities and to improve the effectiveness and the security of managed operations/programs.

Confers with and advises subordinate agency staff to exchange information on and/or explain administrative and program objectives, policies, procedures, and standards; and to identify the characteristics and impact of work problems and formulate possible solutions.

Supervises subordinate managers to effectively run operations, support, security and related information technology services.

Provides efficient and secure information technology systems, networking and computer services to internal and external users, through management of the Information Technology Services Agency.

Develops, implements and enforces Information Systems/Technology policies and standards.

Ensures information technology services are maintained through emergency periods; develops and implements appropriate business continuity planning procedures to maintain the City's information systems.

Acts as an official representative of the Information Technology Services Agency for city government.

Oversees development and coordination of technology and information system planning across City government.

Oversees long-range department and citywide technology planning; reviews and sets priorities for capital improvement projects; oversees budgetary requests.

Reviews requests for service and determines impact on resources; reviews tactical plans with managers in order to structure resources to provide timely service to information users.

Performs cost/benefit analysis on current and proposed applications, hardware, software, personnel and organization structure and makes recommendations; analyzes resource utilization and makes suggestions for improvement.

Reviews and submits annual budget, goals, objectives and timelines for Information Technology Services Agency.

Reviews and submits annual reports to board of Estimate and Apportionment or more frequently if appropriate.

Performs other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Data Utilization:

Requires the ability to perform upper-level data analysis, including the ability to hypothesize, theorize and assimilate, to modify or adapt existing policies/methods to meet unusual conditions within the context of existing theories and management principles.

Human Interaction:

Requires the ability to direct a major organizational unit requiring significant internal and external interaction.

Equipment, Machinery, Tools and Materials Use:

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a personal computer, motor vehicle, and/or materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize a variety of reference, descriptive and advisory data and information such as fiscal records, technical operating manuals, press releases, engineering journals, codes and non-routine correspondence.

Mathematical Aptitude:

Requires the ability to perform addition, subtraction, multiplication and division as well as basic to advanced algebraic, geometric and trigonometric operations; ability to utilize principles of basic probability and statistical inference.

Functional Reasoning:

Requires the ability to apply principles of logical or synthesis functions involving planning and directing of interrelated activities or multiple departments. Ability to deal with several concrete and abstract variables in working out approaches to major problems.

Situational Reasoning:

Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

Environmental Factors:

Tasks may risk exposure to adverse environmental conditions, such as fumes, noise extremes, machinery, electric currents, traffic hazards, toxic/poisonous agents or irate individuals.

Physical Requirements:

Requires the ability to lift, carry, push and pull objects and materials of moderate weight, twelve to twenty pounds, such as carrying a laptop computer and reference books/materials.

Tasks involve the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling and crouching in order to inspect contractor's work.

Sensory Requirements:

Ability to conceptualize and apply characteristics of colors and shapes to develop graphic designs. Ability to combine and harmonize graphic design characteristics, as well as recognize and identify degrees of similarities or differences between characteristics.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.