



DEPARTMENT OF HUMAN RESOURCES
CITY & SCHOOLS

CITY OF STAUNTON
POSITION DESCRIPTION

JOB TITLE: Chief Technology Officer	DEPARTMENT: Information Technology
IMMEDIATE SUPERVISOR: City Manager	GRADE/RANK: 22
	FLSA/ESSENTIAL STATUS: Exempt

GENERAL DEFINITION AND PURPOSE OF WORK:

The Chief Technology Officer is responsible for leading the planning, development and continued enhancement of the technology resources for the City to ensure compatibility and integration with enterprise strategies. Acts as a chief technical architect and is responsible for evaluation of new corporate technology options. Manages the infrastructure support staff and is the primary technology liaison between IT and other City departments, agencies and authorities.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

The minimum performance expectations include, but are not limited to, the following functions/tasks:

Line Manager for City IT Staff

Hires, guides, coaches, disciplines and directs IT staff. Writes and conducts annual performance evaluations and manages professional development for IT staff.

Planning:

Plans, organizes and directs the overall projects, budget and activities for the IT department.

Represents the City in technology related issues and serves as an advisor to the City.

Manager's office on matters related to technology and telecommunications.

Stays abreast of developments in technology and incorporates them into the City's strategic technology plan and;

Develops and manages tactical plans for IT projects.

Communication:

Communicates and collaborates with other City department and division managers.
Builds relationships with City personnel and;
Provides advice and counsel to City staff on technology architecture and infrastructure issues.

Service Provision:

Provides technology infrastructure services to City departments, agencies and authorities including.
Oversees development, maintenance and publication of IT procedures for obtaining and using IT services.
Wide area network oversight including Internet and Intranets, local area network file, print serving and email, and data center services for operation, safety, and back up of IT and departmental hosts and servers.

Technology Administration:

Ensures development, publication and update of technology standards and policies and;
Benchmarks IT services against peer local governments.

Technical:

Performs the duties of the Project Administrator or System Engineer as required and;

Performs related tasks as assigned by the supervisor.

KNOWLEDGE, SKILLS AND ABILITIES:

Application management experience in a Windows Server and Microsoft SQL server environment. Knowledge of web server platforms strongly desired. Ability to lead application development teams in applying new technologies, skills and approaches to satisfy business needs, and to handle commitment to deadlines and function without direct supervision, excellent oral and written communication skills, and strong organizational and time management skills. Clear understanding of the City's business practices, excellent technical writing skills and superb analytical and conceptual skills.

QUALIFICATIONS/EDUCATION AND EXPERIENCE:

A bachelor's degree in a relevant discipline. A minimum of ten-years of experience in the information technology field. A minimum of three years of line management experience. Superior interpersonal, verbal and writing communication skills. A minimum of five years of experience in a managerial/technical role administering contemporary networks. Three-years of experience with client/server applications. Hands on experience with Windows server and networking infrastructure. Master's degree in a relevant background and certifications in related technology desired.

SPECIAL REQUIREMENTS:

Possession of a valid appropriate driver's license issued by the Commonwealth of Virginia and a good driving record.

PHYSICAL DEMANDS and ENVIRONMENTAL CONDITIONS:

Work is mostly performed in an office environment. The noise level is usually quiet, but may be moderately noisy when working closely with physical servers. The work environment is usually well lit. The atmosphere in the work environment is manually adjusted for climate control. While performing the duties of this job, the employee is frequently required to sit and talk or hear. The position requires the application of manual dexterity in combination with eye-hand coordination for keyboard input and the operation of equipment. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls, and reach with arms and hands. The incumbent may occasionally perform field work in the form of field checking or data collection. The incumbent is occasionally required to walk, stoop, crawl, and climb. The incumbent must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

ADA:

The employer will make reasonable accommodations in compliance with the American with Disabilities Act of 1990.

SUPERVISORY RESPONSIBILITIES:

Position has supervisor responsibility over the entire department.

EXAMPLES OF EXPECTED DECISION MAKING:

Fundamental accountability

The incumbent is responsible for activities relating to assigned projects as found in departmental project schedules and is accountable for meeting defined deliverables in a timely fashion.

Types of Decisions

The incumbent is required to perform analysis, development and implementation of complex system procedures and improvements to preserve the integrity of the enterprise-computing environment or to allow for additional functionality. The incumbent will frequently make decisions that significantly impact enterprise-computing environments.

Extent of Procedural Restrictions

The incumbent will independently manage large-scale technology projects and perform operations that affects enterprise operations.

This job description in no way states or implies that these are the only duties performed by this employee. The Chief Technology Officer will be required to follow any other instructions and to perform any other related duties as assigned by the supervisor. The City of Staunton reserves the right to update, revise or change this job description and related duties at any time.

EVALUATION:

Performance of this job is evaluated in accordance with city policy, using information from various sources to study and review the position holder's ability and effectiveness in carrying out the above responsibilities.

Approved by: City Manager, Chief Technology Officer and Chief Human Resources Officer

Revised Date: 2019