

JOB ANNOUNCEMENT: Information Systems/Technology Manager



POSITION OPENING: CM 24-01 **Post Dates:** 11/18/2024 – until filled.

Classification Title: Information Systems Technology Manager

Starting Hourly Rate: ITMS I: \$90,800 **Pay is based on experience**
ITMS II: \$101,700

Location: Administration/City Manager

Term of Appointment: Regular/Full-time

Probationary Period: One (1) Year

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Job Summary

The Information Systems / Technology Manager (ISTM) will be responsible for overseeing and managing all technology / software systems, infrastructure, and contracts for the City and its various departments. The ISTM will plan, coordinate, and direct technology-related activities and evaluate the current and future technology needs of the City in ensuring efficient and effective operations and effective network / data security. This individual will require a high level of technical expertise with excellent planning, coordination, and communication skills, as well as the ability to work as part of a team

Essential Tasks. Other duties may be required and assigned.

- Responsible for the oversight and management of all technology-oriented operations and contracts including software, hardware, phone systems, cabling, network security, contracted technology services, etc.
- Develops and implements information technology policies, procedures, and guidelines; creates plans that further the operational and strategic objectives of the City's departments; coordinates the formation, execution, and refinement of strategic goals.
- Administers departmental operating and capital budgets related to software, technology, and telecommunications projects and activities. Guides computer infrastructure replacements and telecommunication upgrades.
- Ensures effective and efficient integration of technology platforms internally and externally.
- Develops and implements proactive security, backup, and disaster recovery initiatives to ensure the ongoing operations of the City.
- Ensure the ability of the City to effectively process and provide digital files (e.g., emails, documents, etc.) as they may relate to open records requests.
- Works with various City departments and staff to train employees in the effective use of technology platforms and the policies and procedures thereof.

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Knowledge, Skills, & Abilities Required

- Experience with the development and implementation of information technology systems and processes.
- Knowledge relative to modern information technology best practices and procedures, particularly as they may relate to public organizations.
- Effective software and hardware deployment, network administration, network, and system
- Ability to work as an effective team member in a larger organization and to communicate effectively with team members, the public, and outside organizations.

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Reports to:

City Manager and Assistant City Manager

Physical Demands and Work Environment

Physical Demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is 90% in a normal office environment with occasional travel necessary to visit site locations, attend training and meetings. Work tasks involve periods of standing, sitting, and kneeling. Occasionally lifts and carries such items as records and office supplies of moderate weight of up to 20 pounds. While performing the duties of this job, the employee is regularly required to sit, use hands to finger, handle controls; and talk and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand, walk, and stoop. The employee must regularly lift and/or move up to 30 pounds. Specific vision requirements by this job include close vision and the ability to adjust focus.

Minimum Qualifications

- Associate degree in business administration, computer science, IT, cybersecurity or related field or related experience equal to (2) years.
- Must maintain a valid Georgia Driver's License and an acceptable Motor Vehicle Record throughout employment.
- Strong information systems, software, networking, and technology-oriented skills.
- Excellent written & verbal communication skills.