



City of Tempe

INFORMATION TECHNOLOGY DIRECTOR

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	016	<i>Department:</i>	Information Technology
<i>Supervision Level:</i>	Director	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Unclassified**	<i>Market Group:</i>	Deputy City Manager
<i>Safety Sensitive / Drug Screen:</i>	No	<i>Physical:</i>	No

Click [here](#) for more job classification information including current salary range.

****This classification is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

REPORTING RELATIONSHIPS

Reports to and is directly supervised by the Chief Deputy City Manager.
Exercises direct supervision over professional, supervisory, technical and clerical staff.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Eight (8) years of experience in information technology, including three (3) years of supervisory responsibility in information technology or directly related to the core functions of this position.
<i>Education:</i>	Bachelor’s degree from an accredited college or university with major course work in computer science, systems engineering, business administration or a degree related to the core functions of this position. A master’s degree is preferred.

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City’s stated mission and values. Responsible for the strategic direction of technology citywide and the day to day operations of the Information Technology Department.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Develop, plan and manage all aspects of the Information Technology Department; recommend goals and objectives.
- Develop department's policies; plans long term programs; manages the department's budget and handles complex administrative duties.
- Provide direction to staff and makes complex technical decisions in the areas of equipment and system software procurement, system evaluation and support services.
- Assist in developing and promoting effective communications and a solid relationship with the general public, City Council, City Manager, boards and commissions, various employee groups, other City departments and other government entities.
- Direct the planning, use and implementation of technical and system resources.
- Maintain an understanding of the needs and changing priorities of other City Departments and Divisions through ongoing interaction with customers and Departmental staff; focus on creating technological solutions to customer's problems and information needs.
- Assign work activities, projects and programs to appropriate staff members; review and evaluate the effectiveness of current work products and methods.
- Conceptualize, implement and deliver multiple projects on time and within budget; recommend strategic and tactical plans for the effective and efficient utilization of various information technologies; prepare the division budget based upon these plans.
- Set policies to ensure the integrity and privacy of data and the security of all systems.
- Consult with management to determine boundaries and priorities of projects and to ensure consistency of plans with overall City direction and needs; assist in developing strategic information technology plans in accordance with direction set forth by City management.
- Research and recommend the acquisition of software, toolsets and equipment in support of specific business needs.
- Oversee timely and accurate project accounting and report generation for all development projects and production systems; oversee the preparation of RFP's, the evaluation of proposals and selection of appropriate vendors.
- Direct, advise and oversee staff in the implementation and operation of department's activities; conduct and review performance evaluations; participate in interviewing, hiring and training of employees; plan and direct work assignments.
- Represent the City of Tempe and collaborate with other government entities to share ideas, processes and technologies while managing cooperative agreements such as Maricopa Association of Governments (MAG) and the Regional Wireless Cooperative (RWC).
- Provide pro-active performance management, mentor employees and assist employees with professional development; Utilize approved electronic dialogue tools and communication resources for transparent documentation.
- Promote effective communications within the department, including consistent and regular dialogue with all employees.
- Perform other duties as required.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Work is performed in a general office environment with moderate noise;

- Operate a variety of standard office equipment including a computer, telephone, calculator, copy machine;
- Continuous and repetitive arm, hand and eye movement;
- May work in a stationary position for considerable periods of time;
- May lift and carry materials weighing up to 25 pounds;
- May require extensive reading and close vision work;
- May require working extended hours;
- May work alone for extended periods of time;
- May travel to/from meetings and various locations.

COMPETENCIES

CLASSIFICATION LEVEL	INCLUDES	COMPETENCIES
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY

Effective May 1997

Revised May 2001

Revised July 2002 (Range Changed)

Revised June 2010 (Due to consolidation & reorg: job title, reporting relationship, job duties, MQs)

Revised Dec 2010 (Title change)

Revised June 2018 (update distinguishing characteristics, min quals, essential functions, & job duties)

Revised June 2021 (reorg to IT Department; job title change)

Revised August 2022 (update reporting relationships, minimum quals and job duties)