

Adopted: August 2014

Class Title: Chief Information Officer

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides leadership and vision for all of the City’s Information Technology (IT) and communication initiatives. Develops and implements all IT/communications related strategies, aligning them with the goals and values of the City. Responsible for the security of all City hardware and software by maintaining knowledge of current threats and developing plans to combat them. Develops and controls annual budget.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength		ESSENTIAL FUNCTIONS
1	S	Develops and implements City operational and strategic plans involving Information Technology (IT) and Communications. Continuously monitors changes in IT to adapt current and future strategies. Aligns IT strategies with the values and vision of the City.
2	S	Oversees IT special projects by researching and analyzing project feasibility, estimating budgetary requirements, and coordinating the work efforts of departments, agencies, and others.
3	S	Oversees the security of all City hardware and software. Keeps abreast of emerging IT threats and implements measures to combat them.
4	S	Develops, tracks and controls the annual IT/Communications budget.
5	S	Effectively determines a target audience; develops and implements successful communication strategies for the broad/narrow audience. May utilize various different forms of media to deliver message.
6	S	Represents the city's interests by participating on various boards and organizations, remaining current on key issues, seeking feedback, and presenting thoughts and ideas. Serves as the face of various City initiatives and their communications.
7	S	Acts as a part of the City’s executive team, helping the City Manager create, and implement citywide strategies and initiatives.
8	S	Responds to inquiries, oversees special projects, and other special duties as requested by City Leadership.

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CLASS REQUIREMENTS:

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Formal Education / Knowledge	Work requires a professional level of knowledge equivalent to that which is acquired by a graduate degree, or an equivalent combination of training and experience.
Experience	Seven (7) years' experience working in an IT/Communications discipline, with five (5) years being in a management role. Previous executive level management preferred.
Certifications and Other Requirements	N/A
Reading	Work requires the ability to read general correspondence, newsletters, citizen letters, and manuals.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, as well as basic algebraic and basic financial calculations.
Writing	Work requires the ability to write general and technical reports, letters, and correspondence on behalf of the City at its constituents.
Managerial	Managerial responsibilities include coordinating high visibility projects, preparing agendas, and occasionally representing City Management during meetings and conferences.
Budget Responsibility	Responsible for final approval of recommendations to the City Manager, monitors progress toward objectives and adjusts plans as necessary to reach them.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing staff, evaluating objectives and effectiveness of staff, establishing goals and priorities, and aligning work and assignments as necessary.
Complexity	Work is of a broad scope dealing with highly complex concepts and issues of great importance. Highly important policies, procedures or precedents are approved or rejected by individuals in this classification.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, brokers and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	F	Copier, fax machine, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	F	Inter-office, to/from meetings, offsite
Lifting	O	Office supplies, records, reports
Carrying	O	Office supplies, records, reports
Pushing/Pulling	O	File cabinet drawers, chairs
Reaching	F	Office supplies, reports, telephone
Handling	F	Office supplies, records, reports
Fine Dexterity	F	Computer keyboard, calculator, writing, telephone keypad
Kneeling	R	Filing in cabinet drawers
Crouching	R	Filing in cabinet drawers
Crawling	N	Filing in cabinet drawers
Bending	O	Picking up supplies
Twisting	O	To/from computer, desk, and telephone
Climbing	O	Stairs
Balancing	O	On stairs
Vision	C	Computer monitor, reading, writing, supervision of staff, driving
Hearing	C	Communicating with personnel and general public
Talking	F	Communicating with personnel and general public
Foot Controls	O	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Telephone, calculator, pager, copy machine, fax machine, general office supplies, computer, printer, standard Microsoft Windows and Office software.

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	D
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	S
Explosives	N	Wetness/Humidity	S
Communicable Diseases	N	Darkness or Poor Lighting	S
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	F
Performing Multiple Tasks Simultaneously	C
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 3 below)	N

- (3)