

EL DORADO IRRIGATION DISTRICT
Class Specification

CLASS TITLE: Director of Information Technology

DEFINITION

Under policy direction, the Director of Information Technology plans, organizes, directs and reviews the activities and operations of the Information Technology Department including managing and supervising staff who are responsible for District-wide information technology operations including, but not limited to, data centers (environmental controls, servers, networking equipment), local/wide area information technology services including, but not limited to, database administration, data backups and protection, cyber-security, disaster recovery, help desk services, end-user computer support and problem resolution, and Microsoft Office applications support; serves as District Chief Information Officer; coordinates assigned activities with other departments and outside agencies; and provides highly responsible and complex administrative support to the General Manager.

DISTINGUISHING CHARACTERISTICS

This is a single-position executive management classification. The Director of Information Technology duties are administrative/managerial and highly complex in nature, involving highly technical functions. The incumbent has broad management authority for the day-to-day operations of the Information Technology Department, as well as functional authority/responsibility for overseeing numerous District-wide information technology-related services. This is an at-will position under contract with the General Manager.

SUPERVISION RECEIVED AND EXERCISED

Policy direction is provided by the General Manager. Responsibilities include broad management authority over a large and diverse group of management, supervisory, professional, technical, and support positions whose incumbents perform the full range of information technology activities.

EXAMPLES OF ESSENTIAL DUTIES: *the duties specified below are representative of the range of duties assigned to this class and are not intended to be an inclusive list.*

Develops, plans and implements Department goals and objectives; recommends and administers policies and procedures.

Coordinates Department activities with those of other departments and outside agencies and organizations; provides staff assistance to the General Manager and Board of Directors; prepares and presents staff reports and other necessary correspondence.

Directs, oversees and participates in the development of the Department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.

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Supervises and participates in the development and administration of the Information Technology Department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; conducts performance evaluations; implements discipline procedures; maintains discipline and high standards necessary for the efficient and professional operation of the Department.

Plans, recommends, and implements District-wide information technology strategies and activities; forecasts technology trends and predicts impact on District operations; develops/recommends technology goals and objectives and administers technology policies/procedures in accordance with the District's core purpose, mission, vision, and values; assures that technology activities comply with legal requirements and generally recognized best-practices; effectively engages outside professional advice for these activities.

Directs and assists with the development, implementation and control of various networks, business applications, database systems, communication systems, and related technology hardware/software utilized throughout the District; assures system security, stability and performance.

Provides information technology advice, support, and assistance to District department directors, managers and others as needed; recommends comprehensive strategies to improve the efficiency and effectiveness of their operations through the use of information technology.

Represents the Department to outside groups and organizations; participates in outside community and professional groups and committees; provides technical assistance as necessary.

Researches and prepares technical and administrative reports and studies; prepares written correspondence as necessary.

Builds and maintains positive working relationships with co-workers, other District employees and the public using principles of good customer service.

Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of project management. Principles and practices of current trends and sources of information technology, including infrastructure, business and operations applications, web technology, IT life-cycle management and system security. Principles and practices of leadership, motivation, team building and conflict resolution. Pertinent local, State and Federal laws, rules and regulations. Organizational and management practices as applied to the analysis and evaluation of programs. Principles and practices of organization, administration and personnel management. Principles and practices of budget preparation and administration.

Skill/Ability to:

Plan, direct and control the administration and operations of the Information Technology Department. Prepare and administer department budget. Develop and implement department

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policies and procedures. Supervise, train and evaluate assigned personnel. Gain cooperation through discussion and persuasion. Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals. Interpret and apply District and department policies, procedures, rules and regulations. Develop, recommend, and administer sound information technology activities. Communicate clearly and concisely, both orally and in writing. Establish and maintain effective working relationships with those contacted in the course of work. On a continuous basis, analyze budget and technical reports; interpret and evaluate staff reports; know laws, regulations and codes; observe performance and evaluate staff; problem solve department related issues; remember various personnel rules; and explain and interpret policy. On a continuous basis, sit at desk and in meetings for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use keyboard to communicate through written means; and lift or carry weight of 10 pounds or less.

Experience and/or Education:

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight years of supervisory or higher-level experience in the information technology profession; including three years in a management capacity.

Education:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in information technology, computer science, or a related field.

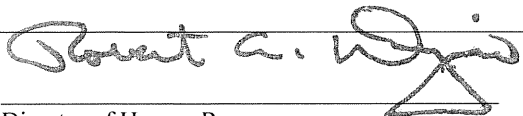
Substitutions:

Master's degree in one of the above educational fields may substitute for one year of the required supervisory (not management) experience.

SPECIAL QUALIFICATIONS

License and Certificate:

Possession of, or ability to obtain, a valid California driver's license at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

	<u>5/26/10</u>
Director of Human Resources	Date
Established: 08/18/2009	
Revised: 05/26/2010	
FLSA: Exempt	
Unit: Executive, Safety	