CITY OF GRANTS PASS, OREGON
CLASS SPECIFICATION

FLSA Status : Exempt
Bargaining Unit : Non-Bargaining
Salary Grade : UD2

INFORMATION TECHNOLOGY MANAGER

CLASS SUMMARY:
The Information Technology Manager is a Professional Technical Stand Alone class. Incumbents are responsible for management of specific applications, computer hardware and software, and development of systems based on detailed specifications. Incumbents apply a broad knowledge base of programming code to City issues and work with systems that link to multiple databases involving complex equations. Based upon assignment, incumbents may manage small information technology projects.

The Information Technology Manager is responsible for the full range of supervisory duties including directing work, training and coaching, discipline, and performance evaluation.

CORE COMPETENCIES:

- *Integrity/Accountability*: Conducts oneself in a manner that is ethical, trustworthy and professional; demonstrates transparency with honest, responsive communication; behaves in a manner that supports the needs of Council, the citizens and co-workers; and conducts oneself in manner that supports the vision and goals of the organization taking pride in being engaged in the community.

- *Vision*: Actively seeks to discover and create ways of doing things better using resources and skills in an imaginative and innovative manner; encourages others to find solutions and contributes, regardless of responsibilities, to achieve a common goal; and listens and is receptive to different ideas and opinions while solving problems.

- *Leadership/United*: Focuses on outstanding results of the betterment of the individual, the organization and the community; consistently seeks opportunities for coordination and collaboration, working together as a team; displays an ability to adjust as needed to accomplish the common goal and offers praise when a job is done well.

ESSENTIAL CLASS DUTIES: These duties are a representative sample; position assignments may vary.

- Manages department and supervises departmental staff as assigned, including coordinating and directing work flow, making work assignments, training, making disciplinary and hiring recommendations, conducting performance evaluations.

- Implements and maintains City computer networks including network administration, operations planning and design, work order generation, trouble detection and resolution, traffic measurement, circuit analysis, path testing, network security, and general maintenance.

- Serves as an advanced technical resource to staff for computer and network services for both local and wide area networks and the internet and supervises staff in the execution of special projects.

Employees of the City of Grants Pass uphold the values of
Integrity, Vision, Accountability, Leadership, United and Excellence in our service to our community.

- Coordinates, installs and configures network users including developing appropriate permissioning.

- Prepares annual budget for information services and monitors capital and other expenditures.

- Performs other duties of a similar nature or level.

Training and Experience (positions in this class require):
A Bachelor's Degree in a related field and seven years of related experience including two years of supervisory experience are required; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class require):
- Oregon Driver's License – Class C

Knowledge (positions in this class require):
Knowledge of:
- Conflict resolution;
- Public administration principles and practices;
- Information technology network administration principles and practices;
- City organization and management;
- Effective and efficient public relations;
- Educational methods and instructional techniques;
- Personnel policies and procedures and labor contract provisions;
- Personal computers and related software programs;
- Applicable City policies and ordinances; and,
- Applicable Federal, State, and local laws, rules and regulations.

Skills (positions in this class require):
Skill in:
- Public speaking and presentation;
- Information technology management;
- Budgeting and city management;
- Project management;
- Using a computer and related software applications;
- Providing positive, effective leadership and supervision to staff;
- Appropriate and effective independent decision making;
- Supervision of staff;
- Maintaining confidentiality;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

Physical Requirements:
Positions in this class typically require: fingering, talking, hearing, and seeing, and repetitive motion.

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

Incumbents may be subjected to mechanical parts, electrical currents, vibration, fumes, odors, dusts, gases, poor ventilation, work space restrictions, inadequate lighting, intense noise and travel.

Positions in this class require regular attendance and punctual employee presence. Incumbents may be required to work hours in excess of a 40-hour workweek, attend evening meetings and travel.

Note:
The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department. When job duties and responsibilities change and develop, this job description will be reviewed and is subject to change based on business needs of the City.

Classification History:
Adopted by Council July 2, 2008, Resolution No. 5379
Revised November 18, 2011, June 22, 2018