



**City of Rapid City  
Information Technology Director  
Position Description**

**Job Title:** Information Technology Director  
**Department:** Information Technology  
**Division:** Administration  
**Reports To:** Mayor  
**FLSA Status:** Exempt

**Classification:** Non-Union  
**Grade:** 27  
**Prepared By:**  
**Approved Date:**

**SUMMARY**

The Information Technology Director is responsible for the daily operations of the City's Information Technology Department (IT). The Director is a member of the Mayor's leadership team, is appointed by, and reports to the Mayor of Rapid City. This position is responsible for overseeing all information technology activities performed within the City of Rapid City organization. This position is responsible for the overall planning, operation, and supervision of all IT operations. The position provides leadership to establish and achieve an effective and strategic technology vision for the City of Rapid City.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

Essential duties and responsibilities include the following; other duties may be assigned:

1. Assumes full management responsibility for the department's services and activities; oversees and facilitates the development and implementation of goals, objectives, policies, and priorities for each assigned service area; oversees and anticipates in the development of policies and procedures; and monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures and allocates resources accordingly.
2. Develop and maintain the City of Rapid City's information technology strategy in support of the organizations core objectives.
3. Prepare and implement policies, procedures, and standards that relate to information technology and the department.
4. Directs, oversees, mentor, evaluate and motivate the staff of the Information Technology Department.
5. Create an annual budget for the department and monitor the implementation and execution of the budge to ensure goals are met.
6. Able to respond to emergencies during the workday and after hours.
7. Research, develop and present new technologies and department programs. Present technologies to elected officials and justify or defend reasons for technology implementation.
8. Represent department to executive staff, department directors, elected officials, and other groups, and outside agencies.
9. Responsible for developing partnerships and strong working relationships with other departments and work groups, and elected and appointed officials in order to attain excellent customer service as well as the City and the department's goals.

**SUPERVISORY RESPONSIBILITIES**

Direct supervision of the IT staff and other staff as needed. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

**MINIMUM QUALIFICATIONS**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Education and/or Experience:** Bachelor's degree in computer science, information technology, or related field from an accredited college/university and 8-10 years' experience in the information systems technology area; or any such combination of education, experience, and training as may be acceptable to the hiring authority. The ideal candidate will possess broad information technology experience including a minimum of 5 years supervisory/staff management experience. Master's degree in management or related field preferred.

**Communication Skills:** Ability to communicate effectively (orally and in writing) with internal staff and external contacts, including contractors, trade groups and business associations. Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative



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techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing body.

**Mathematical Skills:** Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

**Reasoning Ability:** Candidate must have the ability to analyze and resolve complex technical problems. A demonstrated skill in analyzing project needs and in preparing long-range and strategic responses to technology is necessary.

**Computer and Administrative Skills:** To perform this job successfully, an individual should have a broad knowledge of computer technologies including but not limited to desktop and server operating systems, Microsoft Office, networking, database, business software and email/messaging systems.

**Certificates, Licenses, Registrations:** Must possess a valid South Dakota driver's license or ability to obtain within 30 days from date of hire.

**Physical Demands:** The 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 regularly required to stand; walk; use hands to finger, handle, or feel and reach with hands and arms. The employee is frequently required to sit; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and /or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds with assistance. Specific vision abilities required by this job include close vision and distance vision.

**Work Environment:** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Most work is performed indoors in an office where noise and interruptions often occur. While performing the duties of this job, the employee is occasionally exposed to moving mechanical parts. The noise level in the work environment is usually moderate.

**OTHER SKILLS AND ABILITIES**

Knowledge of information technology methods, management, data collection, system analysis, computer hardware and software, and local and wide area network design.