City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Deputy IT Director</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>ITAS</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>25</td>
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<tr>
<td>Date Revised:</td>
<td>12/14/2020</td>
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<tr>
<td>FLSA Status:</td>
<td>Exempt</td>
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**General Summary:** This position is responsible for providing technical leadership and planning to the Information Technology Analysts and provides input into the day to day operations to the Assistant Information Technology Director. Provides feedback to the supervisors about the technical and professional performance of the IT Analysts.

**Essential Duties and Responsibilities:**

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Works with the IT management team to plan and scope projects.
- Provides technical insight to IT Analysts.
- Identifies issues with the City of Rapid City network and server infrastructure to the IT management team and helps to identify solutions and prioritizes.
- Provides on call support as part of a rotation with the IT Analysts and provides a backup to the on call analyst for technical issues.
- Identifies training and equipment needs for the IT Analysts.
- Provides technical leadership and on the job training to the IT Analysts.
- Performs other such duties and functions as are necessary or incidental to the proper performance of this position.

**Qualifications:**

**Education and/or Experience:**

Bachelor’s degree in computer science, information technology, or related field from an accredited college/university and 5-8 years experience in the information systems technology area or an Associate’s degree in computer science, information technology, or related field and 8-10 years experience; or any such combination of education, experience, and training as may be acceptable to the hiring authority. Knowledge of information technology methods, management, data collection, system analysis, computer hardware and software, and local and wide area network design. To perform this job successfully, an individual should have knowledge of Microsoft Office® products, advanced knowledge of computer servers (traditional and virtual) and peripheral equipment desired. Ability to successfully operate general business software, including web-based systems.

**Certificates, Licenses, Registrations:**

Must obtain and possess a valid South Dakota driver’s license or ability to obtain within 30 days from date of hire.
Working Conditions:

*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.*

The noise level in the work environment is usually moderate and the work is typically performed in an indoor office setting.

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; climb or balance; stoop, kneel, crouch, or crawl and talk or hear. The employee is occasionally required to 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. Specific vision abilities required by this job include close vision and distance vision.