City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Information Technology Director</th>
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<tr>
<td>Job Code:</td>
<td>ITOF</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>27</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 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:**

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.

- 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.
- Develops and maintains the City of Rapid City’s information technology strategy in support of the organizations core objectives.
- Prepares and implements policies, procedures, and standards that relate to information technology and the department.
- Directs, oversees, mentor, evaluate and motivate the staff of the Information Technology Department.
- Creates an annual budget for the department and monitor the implementation and execution of the budget to ensure goals are met.
- Responds to emergencies during the workday and after hours.
- Researches, develops and presents new technologies and department programs. Presents technologies to elected officials and justifies or defends reasons for technology implementation.
- Represents department to executive staff, department directors, elected officials, and other groups, and outside agencies.
- Developes 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.

**Qualifications:**

**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.

**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.

**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.

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.

**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.