City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>IT Tech Lead</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>22</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 providing input into the day-to-day operations to the Assistant Information Technology Director.

**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 priorities.
- 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.

**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 work is typically performed indoors at a desk.

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.