

# City of DeFuniak Springs

71 US Hwy. 90 W.  
Post Office Box 685  
DeFuniak Springs, FL 32435



Phone: 850-892-8500  
Fax: 850-892-8506  
TDD: 850-892-8504

[www.defuniaksprings.net](http://www.defuniaksprings.net)

## **JOB NOTICE** **INFORMATION TECHNOLOGY ADMINISTRATOR – ADMINISTRATION DEPARTMENT**

**Post Date: November 13, 2019**

**Close Date: December 13, 2019**

**FLSA Status:** Non-Exempt

**Starting Annual Pay Rate:** 50,000 DOQ

### **Job Summary:**

Under the administrative direction of the City Manager, is responsible for the technological direction of the City of DeFuniak Springs. Proposes budgets for technology programs, projects, purchases and/or upgrades to equipment, supervises all IT-related projects. Work is performed with considerable independence within general policy guidelines. Work is reviewed through observation, conferences, reports, and results achieved. Performs other work as required.

### **Essential Job Functions:**

- Provide technological leadership within the City. Prepare and maintain a Master IT Plan for the City to document its "as is" status; create and maintain an IT Strategic Plan to chart the IT future of the City; and implement a city-wide IT
- Governance policy, along with Service Level Agreements and a citywide Acceptable Use Policy, by which to allocate and manage limited resources.
- Provides IT advice to City Council, City Management, City Staff and outside agencies. Excellent verbal and written communication skills are needed to interact effectively with each of these stakeholders which includes presentations to any of these groups; and where necessary focus groups and the general public.
- Coordinates and participates in meetings with the City's departments to build and understand the City's business and IT needs.
- Provides IT support and oversight for City Council and Committee meetings.
- Responsible to assure appropriate cybersecurity program is established and functional.
- Responsible to assure appropriate disaster protocols are in place.
- Assures assigned areas of responsibility are performed within budget; performs cost control activities; supervises expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Design, establish, and maintain a network infrastructure for local and wide area connectivity, remote access and delivery of Internet connectivity.
- Participate in vendor contract negotiations for all new computer equipment and software purchased for the corporation.
- Oversees the analysis, design, programming and administration of information technology systems, including lifecycle management of equipment and applications.
- Assists staff to diagnose and solve technology problems.
- Oversee Internet and computer operations.
- Manage the day-to-day operations of the information technology department including the directing of staff in support of administrative computing, networking, user services, telecommunications and other information technology functions.

- Assess and anticipate technology projects and recommend appropriate action and resources.
- Establish and direct the strategic and tactical goals, policies, and procedures for the information technology department.
- Interact with each division as an integral part of all looking forward plans to provide both a current and future technology viewpoint, but also to make certain that these plans include the necessary funding requests for training and support.
- Propose hardware/software solutions to accomplish the city's business objectives. Identify user needs and resolve problems.
- Works directly with the public to address any concerns, as needed.
- Adheres to all safety rules and regulations.
- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

**Position Qualifications:**

Completion of a bachelor's degree program at an accredited college or university with major course work in Business Administration, Information Technology, or a related field. At least five years' progressive experience in management of IT departments, or any equivalent combination of acceptable education and experience. Requires a valid class "E" driver license.

Applications may be obtained from the administration office, 71 US Hwy 90 West, DeFuniak Springs, Florida 32433, or on the city website. Applications will be received during regular office hours, Monday through Friday from 8:00 a.m. until 5:00 p.m.

The City of DeFuniak Springs is an Equal Opportunity/Affirmative Action/ADA Employer/Drug Free Workplace. We consider applicants for all positions without regard to race, color, national origin, gender, age, disability, marital status, religion, or any other legally protected status. We consider applicants for all positions without regard to race, color, national origin, sex, age, disability, marital status, religion or any other legally protected status.

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## City of DeFuniak Springs – Information Technology Administrator

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**FLSA STATUS:** Non-Exempt  
**SUPERVISORY STATUS:** Non-Supervisory

**DEPARTMENT:** Administration  
**REPORTS TO:** City Manager

### **JOB SUMMARY:**

Under the administrative direction of the City Manager, is responsible for the technological direction of the City of DeFuniak Springs. Proposes budgets for technology programs, projects, purchases and/or upgrades to equipment, supervises all IT-related projects. Work is performed with considerable independence within general policy guidelines. Work is reviewed through observation, conferences, reports, and results achieved. Performs other work as required.

### **ESSENTIAL JOB FUNCTIONS:**

*The following statements describe the principal functions of this job and its scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including working in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the work load.*

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- Governance policy, along with Service Level Agreements and a citywide Acceptable Use Policy, by which to allocate and manage limited resources.
- Provides IT advice to City Council, City Management, City Staff and outside agencies. Excellent verbal and written communication skills are needed to interact effectively with each of these stakeholders which includes presentations to any of these groups; and where necessary focus groups and the general public.
- Coordinates and participates in meetings with the City's departments to build and understand the City's business and IT needs.
- Provides IT support and oversight for City Council and Committee meetings.
- Responsible to assure appropriate cybersecurity program is established and functional.
- Responsible to assure appropriate disaster protocols are in place.
- Assures assigned areas of responsibility are performed within budget; performs cost control activities; supervises expenditures in assigned area to assure sound fiscal control; prepares annual budget requests; assures effective and efficient use of budgeted funds, personnel, materials, facilities and time.
- Design, establish, and maintain a network infrastructure for local and wide area connectivity, remote access and delivery of Internet connectivity.
- Participate in vendor contract negotiations for all new computer equipment and software purchased for the corporation.
- Oversees the analysis, design, programming and administration of information technology systems, including lifecycle management of equipment and applications.
- Assists staff to diagnose and solve technology problems.
- Oversee Internet and computer operations.
- Manage the day-to-day operations of the information technology department including the directing of staff in support of administrative computing, networking, user services, telecommunications and other information technology functions.
- Assess and anticipate technology projects and recommend appropriate action and resources.
- Establish and direct the strategic and tactical goals, policies, and procedures for the information technology department.
- Interact with each division as an integral part of all looking forward plans to provide both a current and future technology viewpoint, but also to make certain that these plans include the necessary funding requests for training and support.
- Propose hardware/software solutions to accomplish the city's business objectives. Identify user needs and resolve problems.
- Works directly with the public to address any concerns, as needed.
- Adheres to all safety rules and regulations.

- Adheres to work schedule and attendance requirements.
- Performs other duties as directed and required.
- Must create a positive public image as a representative of the city.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Computers and Electronics -- Knowledge of circuit boards, processors, chips, electronic equipment, switches and computer hardware and software, including applications and programming.
- Administration and Management -- Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership techniques, production methods, and coordination of people and resources.
- Customer and Personal Service -- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Personnel and Human Resources -- Knowledge of principles and procedures for personnel recruitment, selection, training, evaluation and career development.
- Telecommunications -- Knowledge of transmission, broadcasting, switching, control, and operation of telecommunications systems.
- Written Comprehension and Expression -- The ability to read and understand information and ideas presented, and to deliver same in writing so that others understand.
- English Language -- Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.
- Oral Comprehension -- The ability to listen to and understand information and ideas presented through spoken words and sentences.
- Problem Sensitivity -- The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.
- Critical Thinking -- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- Complex Problem Solving -- Identifying complex problems and reviewing related information to develop and evaluate options and implement solutions.
- Judgment and Decision Making -- Considering the relative costs and benefits of potential actions to choose the most appropriate one.
- Ability to develop and implement a highly responsive customer service platform to serve the entire organization in every aspect.
- Consult with administration, department managers, and manufacturing representatives to exchange information, learn about and present new approaches, and discuss equipment/system changes.
- Ability to hear, speak, and understand conversation in English.
- Ability to see, read, and comprehend letters, numbers, words, characters, or symbols which are both large and small.
- Ability to print and draw letters, numbers, words, characters, and symbols which are legible and understood by others.
- Ability to stand and sit for periods longer than 30 minutes but not to exceed four hours consecutively.

#### **QUALIFICATIONS, TRAINING AND EXPERIENCE:**

Completion of a bachelor's degree program at an accredited college or university with major course work in Business Administration, Information Technology, or a related field. At least five years' progressive experience in management of IT departments, or any equivalent combination of acceptable education and experience. Requires a valid class "E" driver license.

#### **PHYSICAL DEMANDS AND WORK ENVIRONMENT:**

***The physical demands described here are representative of those that must be met by an employee successfully to perform the essential functions of this job. The work environment characteristics are 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 job functions.***

Must speak, read, write and comprehend fluent English. Use of both hands and fingers with dexterity. Required to sit, walk, talk and hear. Required to use hands and fingers to operate objects, tools or controls and reach with

hands and arms. Must be able to maintain repetitive motions. Must be able to lift and/or move up to 50 pounds. Requires the ability to maintain body equilibrium to prevent falling when walking or standing on uneven surfaces and when bending, stooping, crouching, climbing, reaching and/or stretching arms, legs or other parts of the body. May be subject to dust, mold, heat, cold, insects, snakes, rodents, and spiders. Specific vision abilities required include close vision and the ability to adjust focus.

This job description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_