

The Department of IT Services

Job Descriptions

JOB TITLE: Director of Information Technology Services

GENERAL STATEMENT OF JOB

Under general direction, plans, directs and supervises the activities of the Information Technology Services Department, ensuring compliance with all applicable policies, procedures, laws and regulations. Performs related professional and administrative work as directed. Reports to the City Manager.

JOB TITLE: Information Technology Sr. Systems Engineer

GENERAL STATEMENT OF JOB

Under direction, performs technical work in the installation, monitoring and support of various computer platforms, with emphasis on local area networks, microcomputers and associated peripheral equipment. This position reports to the Division Director of Information Technology Services.

JOB TITLE: Information Technology Network Administrator

GENERAL STATEMENT OF JOB

Under direction, performs technical work in the installation, monitoring and support of various computer platforms, with emphasis on local area networks, microcomputers and associated peripheral equipment, as well as the City's email, spam filtering, backups and telephone systems. This position reports to the Division Director of Information Technology Services.

JOB TITLE: Information Technology Senior Technician

GENERAL STATEMENT OF JOB

Under direction, performs technical work in the installation, monitoring and support of various computer platforms, with emphasis on local area networks, microcomputers and associated peripheral equipment. This position reports to the Division Director of Information Technology Services.

JOB TITLE: Information Technology Services Technician

GENERAL STATEMENT OF JOB

Providing service and customer support during field visits or dispatches. Managing all on site installation, repair, maintenance and test tasks. Diagnosing errors or technical problems and determining proper solutions.