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09/25/2024

RESOLUTION NO 2024 - 115

CITY OF LAKE CITY, FLORIDA

A RESOLUTION OF THE CITY OF LAKE CITY, FLORIDA APPROVING THAT CERTAIN UPDATE TO JOB POSITION AND DESCRIPTION FOR DIRECTOR OF TECHNOLOGIES; MAKING CERTAIN FINDINGS OF FACT IN SUPPORT OF THE CITY APPROVING SAID POSITION AND DESCRIPTION; DIRECTING THE CITY MANAGER TO UPDATE THE CITY'S POSITION DESCRIPTIONS MANUAL WITH SAID REVISED POSITION AND DESCRIPTION; REPEALING ALL PRIOR RESOLUTIONS IN CONFLICT; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City of Lake City ("City") presently has an approved Position Description Manual (the "Manual") describing all authorized job positions for the City; and

WHEREAS, the City has need of an update to the description for the position entitled "Director of Technologies" (the "Revised Position"); and

WHEREAS, the City desires to update the Revised Position and include the Revised Position in the Manual; and

WHEREAS, approving the Revised Position and including the description for the Revised Position in the Manual is in the public interest and in the interests of the City; now therefore

BE IT RESOLVED by the City Council of the City of Lake City, Florida:

1. Approving the Revised Position and including the Revised Position in the Manual is in the public or community interest and for public welfare; and
2. In furtherance thereof, the Revised Position in the form of the Exhibit attached hereto should be and is approved by the City Council of the City of Lake City; and
3. The City Manager is directed to take such actions as are necessary to include the Revised Position in the Manual; and
4. All prior resolutions of the City Council of the City of Lake City in conflict with this

resolution are hereby repealed to the extent of such conflict; and

5. This resolution shall become effective and enforceable upon final passage by the City Council of the City of Lake City.

APPROVED AND ADOPTED, by an affirmative vote of a majority of a quorum present of the City Council of the City of Lake City, Florida, at a regular meeting, this ____ day of October, 2024.

BY THE MAYOR OF THE CITY OF LAKE CITY,
FLORIDA

Stephen M. Witt, Mayor

ATTEST, BY THE CLERK OF THE CITY COUNCIL
OF THE CITY OF LAKE CITY, FLORIDA:

Audrey Sikes, City Clerk

APPROVED AS TO FORM AND LEGALITY:

Clay Martin, City Attorney

City of Lake City, FL

Classification Description

Classification Title: ~~DIRECTOR OF INFORMATION TECHNOLOGY~~ ^{TECHNOLOGIES} **Pay Grade: 19**
Department: INFORMATION TECHNOLOGY **FLSA Status: Exempt**

General Description

This is a highly technical and administrative position in the planning and carrying out the functions of the City's Information Technology Systems. Work is performed under the general direction of the Assistant City Manager.

Nature of Work

Essential Functions:

- Manage the deployment, monitoring, maintenance, development, upgrade and support of all IT systems, including servers, PCs, operating systems, telephone, software applications, and peripherals.
- Establish and evaluate network performance issues including availability, utilization, throughput, and latency, planning and executing the selection, installation, configuration, and testing if equipment.
- Manage and upgrades servers, security solutions, network hardware and equipment, as well as troubleshoot network performance. Install new/rebuild existing servers and configures hardware, peripherals, services, settings, directories, storage, etc.
- Provide expertise and support during systems upgrades, installations, and conversions and file maintenance.
- Oversee systems development and enhancement and the integration if new systems with existing systems.
- Work with staff to develop strategies and plans to enhance services, improve user effectiveness and foster innovation.
- Communication regularly with management and all users of information service and systems,
- Develop standard operating procedures, training, and best practices, including written protocols and guidance to IT staff and to end users.
- Develop and implement all policies and procedures, including those for architecture, security, disaster recover, standards, purchasing, and service provision.
- Ensure the creation and maintenance of all written documentation, including system and user manuals, license agreements, and documentation of modifications and upgrades.
- Oversee provision of end-user services, including help desk and technical support services and training.

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- Keep current with the latest technologies and determine what new technology solutions and implementations will meet business and system requirements.
- Ensures daily system monitoring, verifying the integrity and availability of all hardware, server resources, systems and key processes. Ensures regular security monitoring to identify any possible intrusions.
- Ensures all City systems are updated and running the most up-to-date Cyber Security measures at all times.
- Ensures there are adequate training and education measures in place for all City personnel to prevent viruses and other intrusions into the City's network.
- Ensures scheduled backups operations, ensuring all required file systems and system data are successfully backed up to the appropriate media.
- Manage IT staff, including hiring, training, evaluation, guidance, discipline and discharge.
- Manage financial aspects of the IT Department including purchasing, budgeting and budget review.
- Manage telecommunications infrastructure and development plans, projects, policies and procedure.
- Negotiate and administer vendor, outsources and consultant contract and service agreements.

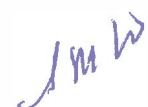
(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform all duties as assigned.)

KNOWLEDGE, SKILLS, AND ABILITIES

Equipment: Repairs, develops, or installs complex software or management information systems, establishes policies for using, acquiring, and/or maintaining technology systems. Creates plans for guides implementation of new technology systems. Demonstrated ability to lead a team of technical staff, to work with the Management of the organization, and to manage multiple concurrent projects.

Critical Skills/ Expertise: All employees must possess knowledge of general written standards and procedures utilized, and have the ability to read, interpret, and follow procedural and policy manual related to the job tasks. The abilities expected of all employees include being able to respond to supervision, guidance and direction of superiors in a positive, receptive manner and in accordance with stated policies, be appropriate groomed and attired so as to present a professional image in accordance with the organization's mission, goals, and policies; report for work promptly and properly prepared at the time and place required by the assignment or orders; notify the appropriate supervisor of intended absences in accordance with stated rules; conform with standards and rules regarding use of accrued time; demonstrate a polite, helpful, courteous, and professional image when engaged in any activity with the public; operate and care for equipment to manufacturer's specifications and/or within the specified parameters and in accordance with policies; demonstrate an understanding, consideration, and respect of cultural, religious, and gender differences when interacting with the public and colleagues. Critical skills/expertise identified for this job include:

- Knowledge of enterprise-level hardware systems, LAN's, enterprise-level software and programming languages;



- Knowledge of hardware configurations;
- Ability to plan and direct staff activities;
- Ability to design integrated computer systems;
- Ability to set work schedules;
- Ability to prepare and manage budget;
- Skill in operating PC's, terminals, etc.; and
- Ability to communicate effectively both orally and in writing.

Minimum Qualifications: Graduation from an accredited four (4) year college or university with a Bachelor's degree in Computer Science or related field. Five (5) years of experience as a system analyst, network administrator, or project leader with experience in the design, development, installation and implementation of computer systems. **An equivalent of education and/or experience may be used lieu of education.**

Fluency in the administration of Microsoft's Active Directory (or Open LDAP) is necessary for daily tasks. Experience with the administration and integration of a mixed-OS environment is desired. Basic familiarity with Linux (Unix-based) and Microsoft server operating systems is required. Experience with the creation or modification of batch, shell, Perl, and/or python scripts may be necessary for certain job functions. Familiarity with the administration of MTAs. Along with webmail frontend(s), is preferred, a firm understanding of a virtualized server environment (among varying host operating systems) is preferred.

A comparable amount of education, training or experience may be substituted for the minimum qualifications. Must be able to obtain a FCIC/NCIC security certification. Must possess a valid Florida Driver's License.

ESSENTIAL PHYSICAL SKILL

- Moderate to heavy (45 pounds and over) lifting and carrying
- Distinguish colors
- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
Ability to communicate both orally and in writing
- Ability to access, input and retrieve information from a computer
Walking, Standing, and Crawling
- Kneeling and Bending
- Bending
- Balancing, Stooping
- Driving

Environmental Conditions:

- Works inside and outside in various weather conditions; noise, slippery and uneven surfaces
- Works at heights up to 50 Feet
- May work in stressful situations

**EXHIBIT TO
RESOLUTION**

**NOT FOR
EXECUTION**



SELECTION GUIDELINES: Formal application, rating of education and experience; oral interview and reference check; job related tests might be required. The job description does not constitute an employment agreement with the employer, and requirements of the job may change. By signing below, I am indicating I have read and concur with the above description of my job.

EXHIBIT-NOT FOR EXECUTION

Print Name

Date

EXHIBIT-NOT FOR EXECUTION

Signature

**EXHIBIT TO
RESOLUTION**

**NOT FOR
EXECUTION**

This job description was approved by Council on 11/6/2023 (4 pages)

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