

**CITY OF COCONUT CREEK
JOB DESCRIPTION**

JOB TITLE: Chief Technology Officer
DEPARTMENT: Information Technology
FLSA STATUS: Exempt

GENERAL PURPOSE:

This is an at-will Administrative Officer position performing manager level work in the Information Technology (IT) department. Oversees the development, testing, and implementation of complex software programming applications. Position manages a team of associate or technical employees through subordinate supervisors and/or a team of professional employees. Position is primarily focused on managing, coaching, and developing other people. Position requires extensive depth of expertise and knowledge in specialized functions or business areas that can be used to develop policies and procedures as well as determining efficient and innovative ways to accomplish the City's business strategies.

EXAMPLES OF ESSENTIAL FUNCTIONS:

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Coordinates the design and implementation of the City's programming solutions with other department functions and with other City departments
- Coordinates the installation and configuration of City-owned computers and network systems as needed
- Manages operations to achieve goals with available resources
- Plans and organizes staff assignments and workloads; coordinates staff performance management activities including training, performance evaluations, and disciplinary action
- Provides leadership and direction in the development of short and long range programming solutions; gathers, interprets, and prepares data for studies, reports, and recommendations
- Responsible for maintaining and updating existing computer software applications, developing new computer programs, and scheduling computer operations
- Processes input and analyzes output to ensure effective and accurate results
- Researches the feasibility of acquiring new application programs from external sources as an alternative to in-house development
- May assist with computer system security administration
- May oversee the preparation and development of program documentation
- Performs other duties as assigned and/or required

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MINIMUM QUALIFICATIONS:

Bachelor's degree in computer science, engineering or related discipline; supplemented by eight (8) or more years' progressively responsible experience information technology, software development, networking, programming, and communications; an equivalent combination of education, certification, training, and/or experience may be considered.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of information technology hardware and software systems and programs
- Knowledge of project management methodologies
- Skill in Microsoft Office products (Word, Outlook, and Excel)
- Skill in providing good customer service
- Ability to rapidly acquire knowledge of new and existing IT systems and software
- Ability to effectively multi-task, assign, and prioritize assignments within the department
- Ability to analyze and define problems, identify alternative solutions, estimate consequences of proposed actions, and implement recommendations in support of goals
- Ability to delegate, manage, and supervise effectively
- Ability to use critical thinking skills to arrive at solutions and suggest improvements to processes
- Ability to clearly communicate and understand information in English, both orally and in writing
- Ability to establish and maintain effective and cooperative working relationships with those contacted in the course of work
- Ability to regularly attend work and arrive punctually for designated work schedule

PHYSICAL REQUIREMENTS:

Depending on functional area of assignment, tasks involve the ability to exert light physical effort in sedentary to light work, which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (up to 20 pounds). Tasks may involve extended periods of time at a keyboard or work station.

ENVIRONMENTAL REQUIREMENTS:

Tasks are regularly performed inside without potential for exposure to adverse conditions, such as dirt, dust, pollen, odors, fumes and/or poor ventilation, wetness, humidity, rain, temperature and noise extremes, machinery and/or moving vehicles, vibrations, electric currents, animals/wildlife, toxic/poisonous agents, gases or chemicals, oils and other cutting fluids, violence and/or disease, or pathogenic substances.

SENSORY REQUIREMENTS:

Some tasks require manual dexterity, in addition to visual and hearing acuity.

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The job description does not constitute an employment agreement between the City and employee and is subject to change by the City as the needs of the City and requirements of the job change.

The City of Coconut Creek is an Equal Opportunity Employer. In compliance with United States Equal Employment Opportunity guidelines and the Americans with Disabilities Act, The City provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

I have read and understand this classification description and hereby certify that I am qualified to perform this job, with or without reasonable accommodation.

Job Title

Name (print)

Supervisor's Name (print)

Employee Signature

Supervisor's Signature

Date

Date