



# City of Trinidad, Colorado

## Job Description

Job Title: IT Director Reports To: City Manager  
Department: City Manager's Department Date: March, 2016

**SALARY RANGE**  
**\$65,000 – 70,000**

**POSITION SUMMARY:** Under the direction of the City Manager, this position is responsible for performing complex service functions in maintaining, troubleshooting, repairing or replacing computer components including PC's, printers, laptops, etc.

**SUPERVISION RECEIVED:** Works under the direct supervision of the City Manager.

**SUPERVISION EXERCISED:** May supervise other support staff, part-time or temporary employees, or volunteers as assigned.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *(The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral duties that may be required. The City of Trinidad retains the right to modify or change the essential duties and additional functions of the job at any time without notice. Examples of duties are not intended to be all-inclusive or restrictive.)*

### **Director**

- Evaluate, research and adopt current technologies to benefit the City's business productivity (Both public & private)
- Attend department head meetings to discern needs of other departments at a top level of management
- Help city council and other departments understand the needs of technology
- Attend various board meetings and commissions to assist in determining technology needs
- Strategically plan out annual IT budgets & costs
- Manage IT Staff and lead the way for IT plans
- Manage IT projects in an efficient manner
- Maintain relationships with vendors and manage price negotiations
- Write any IT related IT RFPs and manage bids
- Negotiate contracts with vendors and various ISPs & local businesses
- Create IT based policies for the company to adopt and follow

### **System Administrator**

- Manage, setup, and configure firewall lan, wan, vpn connections
- Manage, setup, and configure Microsoft Server 2008+ Active Directory, DNS, backups, health & availability & disaster recovery is possible
- Manage, setup, and configure Vmware products such as ESXi, vCenter, vSphere, Horizon View
- Manage, setup, and configure physical network & plan for future configuration
- Manage, setup, and configure new servers, storage, and switches
- Maintain legacy AS/400 Financial systems
- Maintain Viewu Body Camera system for Police
- Maintain Sony & AXIS City \* building surveillance systems
- Maintain PMI Evidence Servers
- Maintain & Support Police RMS, CAD, and power phone 911 systems
- Design, build and maintain NOCs
- Maintain analog, digital, and VOIP systems

- Manage, setup, and configure wireless point to point networks
- Support & maintain Windows & Linux based servers
- Document everything

#### **Help Desk**

- Troubleshoot and repair virtual & desktop computers
- Assist end users with any computer related problems
- Move phone lines for end users
- Move computers for users
- Troubleshoot and repair printers
- Clean out computers & servers
- Observes and follows established City and Department policies and procedures in the daily conduct of the job.
- Performs other duties as assigned by the City Manager.

#### **NECESSARY APPLICANT TRAITS:**

- Analyze situations quickly and make independent decisions based on sound reasoning, good judgment, established procedures and proper interpretation of City ordinances.
- Ability to perform duties independently and with initiative.
- Ability to assist in training programs and instruct employees on new equipment.
- Ability to work in a fast paced environment, while being able to maintain a professional and courteous attitude.
- Demonstrate strong organization skills and a willingness to be pro-active and accept new challenges.
- Ability to handle multiple tasks simultaneously with frequent interruptions.
- Excellent communication skills both oral and written.
- Must be able to prioritize projects and daily work load.
- Establish effective working relationships with peers and supervisors.

#### **QUALIFICATIONS:**

- High school graduation or GED equivalent.
- Four years of college level classes and a strong background in the field is preferred, however, two years of college level classes and/or two years experience in the field of IT or a combination of education and experience that provides evidence that the applicant possesses the Necessary Applicant Traits and can perform the Essential Duties and Responsibilities.
- Must possess a valid current state-issued driver's license and not be under suspension, revocation or denial nor have any prior alcohol related driving offenses within the last five years.
- Successful candidates must pass a background investigation and drug screen prior to employment.
- Must of ability to obtain and maintain CCIC/NCIC clearance.

#### **TOOLS AND EQUIPMENT USED:**

Personal computer, Microsoft Office Suite, and databases; phone; fax and copy machine.

#### **WORKING CONDITIONS:**

*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.*

Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting, and stooping in the performance of daily activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing statistical reports and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence and statistical data and using a computer. Acute hearing is required when providing phone and personal service, and speech sufficient to communicate in a group setting without the aid of a microphone. The noise level in the work environment is usually quiet to moderate.

The employee must be able to lift and/or move up to 50 pounds frequently. Specific vision abilities required by this job include close/distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

**INTERPERSONAL COMMUNICATION:**

Requires the ability of speaking and/or signaling people to convey or exchange information. Includes giving assignments and/or directions to co-workers or assistants.

**LANGUAGE ABILITY:**

Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the job of IT Director. Requires the ability to write reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

**INTELLIGENCE:**

Requires the ability to learn and understand basic to complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of IT Director.

**VERBAL APTITUDE:**

Requires the ability to record and deliver information to supervisors and officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

**NUMERICAL APTITUDE:**

Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

**MOTOR COORDINATION:**

Requires that ability to coordinate hands and eyes in using automated equipment.

**MANUAL DEXTERITY:**

Requires the ability to handle a variety of items, equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have average levels of eye/hand/foot coordination.

**INTERPERSONAL TEMPERAMENT:**

Requires the ability to deal with people (i.e. staff, supervisors, general public and officials) beyond giving and receiving instruction such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the job of IT Director.

**PHYSICAL COMMUNICATION:**

Requires the ability to talk and/or hear: (talking - expressing or exchanging ideas by means of spoken words.) (Hearing – perceiving nature of sounds by ear).

**BENEFITS:**

Major medical insurance coverage  
Sick leave and paid vacation  
Retirement plan

**APPLICATION DEADLINE:**

Applications can be obtained from the Human Resources Department at City Hall, 135 N. Animas Street, Trinidad, CO 81082, downloaded from our website, [www.trinidad.co.gov](http://www.trinidad.co.gov), and submitted to [HR@trinidad.co.gov](mailto:HR@trinidad.co.gov) or submitted to the Colorado Workforce Center, 140 N. Commercial St, Trinidad, CO 81082. First application review will be April 18, 2016, however applications will be accepted and reviewed until the position is filled.