DEFINITION
Under general direction assist with the workflow organization of divisions and functional areas.

ESSENTIAL FUNCTIONS
Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills and other characteristics. This list of tasks is ILLUSTRATIVE ONLY, and is not a comprehensive listing of all functions and tasks performed by positions in this class. Incumbents in this class may not be required to perform all duties listed and may be required to perform additional, position-specific duties.

TASKS
- Assists Director with achieving operational goals and objectives through the coordination and/or supervision of department staff.
- Distributes work assignments to assigned staff;
- Monitors and reviews project progress, coordinates, schedules and attends meetings;
- Initiate large purchases or submits requests for major equipment replacement, reviews contracts and invoices and approves payment;
- Writes management reports, researches information requests from Administration and prepares other items for Council;
- Conducts technical research to support departmental operations;
- Analyzes project issues or problems and conducts research to develop a solution or resolution;
- Assigns, tracks and reviews work assignments and progress;

KNOWLEDGE, SKILLS AND OTHER CHARACTERISTICS
- Knowledgeable of applicable city, county, state and Federal statutes, rules, ordinances, codes and regulations governing information technology and communications; management and/or supervision principles; and of computer hardware, software, peripherals, and data processing systems;
- Skilled in researching, gathering and maintaining technical information; interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes and regulations governing information technology and communications; in assessing and prioritizing multiple tasks, projects and demands; and prioritizing, scheduling, assigning, reviewing and evaluating work;
- Ability to review needs of city staff and recommend computer systems, identify, analyze, and implement solutions to complex technical problems, establishing and maintaining positive and productive working relationships, and to effectively communicate verbally and in writing with all levels of staff.

WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS
Work is performed in an office environment. Work may require frequent standing, walking, bending and lifting up to 25 pounds. Incumbents may be exposed to repetitive motion and vision to monitor.

QUALIFICATIONS
Bachelor's degree from a four-year accredited college/university or certification in programs that include Information Systems, Computer Science or closely related field AND four years' experience in an information technology structure in a business environment; OR an equivalent combination of education and experience.