City of Chesapeake	Class Title: Strategic Technology Manager

Job Class Code: 1403	FLSA Status: Exempt
Pay Basis: Salary (Annual)	EEO Category: 2

GENERAL DESCRIPTION OF CLASS

The purpose of the class is to supervise staff and assist in overseeing operation of the City's information system. The class is responsible for supervising staff, recommending goals, objectives, policy and procedures, assisting with planning information system infrastructure, architecture, and operating processes, managing system operations, evaluating system performance, assisting with negotiations for improved system capabilities, and coordinating or reporting on activities to senior management and elected or appointed officials. The class plans, organizes, and implements programs within major organizational policies; reports progress of major activities to executive level administrators through reports and conferences.

TYPICAL TASKS

- Directs development and implementation of strategic technology solutions consistent with enterprise goals and objectives.
- Provides leadership and direction in aligning technology initiatives with enterprise strategies, priorities and business requirements.
- Manages complex department/enterprise technology projects to ensure completion and customer satisfaction within programmed resources and established timelines.
- Provides project status reports to senior management and key stakeholders on a regular, recurring basis.
- Assesses emerging technologies for applicability to City information system needs and assists with plans, project development, procurement, implementation and achievement of operational status as required.
- Participates in disaster recovery planning and implementation processes to incorporate technology solutions to help ensure continuity of operations and restoration of essential services.
- Supervises staff members involved in project development/life cycle management processes as required to facilitate achievement of established goals and objectives.
- Develops policies and procedures to ensure compliance with federal, state and local mandates. Implements policies, standards, security measures and internal controls pursuant to an effective, enterprise wide IT governance program.
- Performs administrative requirements such as resources, budgets, expenditures, special studies, routine or special projects, training, and other duties as required.
- Reports to the Chief Information Officer in performance of assigned duties.

- Performs other related duties as assigned.

GENERAL STANDARDS	
Data Involvement	Plans or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
Interpersonal/People Involvement	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
Reasoning Requirements	Performs work involving the application of principles of logical thinking and administrative, professional, and information system practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
Mathematical Requirements	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or measurements, algebraic solutions of equations and inequalities, descriptive and inferential statistics, and mathematical classifications or schemes.
Language Requirements	Reads professional literature and technical manuals; speaks to groups of employees, and public or private groups, writes manuals and complex reports.
Mental Requirements	Performs professional level work requiring the application of scientific, engineering, legal, or managerial methods in the solution of technical, administrative, or legal problems; applies extensive understanding of operating policies and procedures to solve complex problems; close attention for accurate results and frequent exposure to unusual pressures.
Decisions/Supervisory Control	Makes decisions as almost the entire focus of the job, affecting most segments of the organization and the general public; recommends or establishes goals, objectives and policies.

EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS

Vocational/Educational Requirement	Requires any combination of education and experience equivalent to a bachelor's degree in public administration, computer information technology, or closely related fields.
Experience	In addition to satisfying the vocational/education standards, this class requires a minimum of six years of related, full-time equivalent experience.
Special Certifications and Licenses	Requires a valid driver's license and a driving record in compliance with City driving standards.
Special Requirements	Employees may be expected to work hours in excess of their normally scheduled hours in response to short-term department needs and/or City-wide emergencies. Emergency operations support work and work locations may be outside of normal job duties.

AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

This is a class specification and not an individualized position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but it is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.

Revised 07/27/2020