



## IT Director

EEO Class Code: Professionals  
Union Status: Unclassified  
FLSA Code: Exempt

# The Town of Pembroke Park

## Job Description

**Department:** Administration

**Supervises:** None

**Position Reports To:** Town Manager

**Sworn:** No

### Job Specifications

#### NATURE OF WORK

IT Director position plans, develops, establishes, and manages information systems and technology infrastructure for the Town of Pembroke Park. Oversees the day to day operations of the department and prepares policies, procedures, and guidelines for usage of information technology. Ensures the security and integrity of the Town's IT infrastructure and information systems and provides technical support to the Town.

#### ILLUSTRATIVE TASKS

Tasks required of those in the position of IT Director include but are not limited to:

- Leads the development of short- and long-term plans to meet the Town's information technology needs.
- Maintains/enhances PD Information systems and telecommunications infrastructure.
- Follows FDLE regulations and statutes for network security.
- Defines policies and procedures to ensure data integrity, and network security. These including data security, backup, fault tolerance and disaster prevention and recovery.
- Leads the strategic and operational planning for IT including disaster preparation and recovery procedures, and business continuity planning.
- Implements technical training programs on Information Technology to city staff to increase efficiency and security awareness.
- Acts as the Information Security office to ensure that town systems meet the necessary security warranted by the department needs in accordance with Florida Statutes.
- Acts as liaison and promoter of IT services to the user community as well as other regional, state, or national jurisdictions. Interfaces with programming/technical staff to ensure compliance with the Town's IT policies.

- Acts as an advanced technical resource to assist team members in understanding technical problems and makes purchase recommendations, including helping users assess needs and providing justification for equipment and services.
- Attend all Town events as needed.
- Perform other duties as may be required of him or her by ordinance, resolution, or other direction of the Town Manager.

## **KNOWLEDGE, ABILITIES AND SKILLS**

Employees in the position of Administrative Assistant Administrative Service Director should have:

- Considerable knowledge and experience in public administration, communications, and public relations.
- Ability to provide leadership, manage programs, functions, and activities of the department, create initiatives and strategies, and serve as an effective spokesperson.
- Thorough knowledge of statutory requirements and ordinances relating to Town operations; thorough knowledge of Federal and State laws and regulations concerning Human Resources administration including but not limited to wages, hours and working conditions of public employees.
- Ability to cooperate and communicate constructively with other Town departments, elected officials, and the public.
- Ability to perform multiple tasks correctly and efficiently under varying conditions.
- Considerable skill in planning, organizing, and administering programs and services.
- Ability to plan, develop and manage departmental resources.
- Availability to work varying hours for meetings and elections.

## **MINIMUM REQUIREMENTS**

- Minimum of 7 years' experience working in IT.
- Bachelor's Degree in Computer Science or related field.
- An equivalent combination of education and experience may be considered.

## **PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT**

The physical demands described here are representative of those that must be met by a teammate to successfully perform the essential duties and functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to stand, sit, see, speak, hear, and use hands and fingers to operate a computer, telephone, or other electronic device.
- Occasional light to moderate lifting of office products and supplies may be required.

The work environment characteristics described here are representative of those a teammate encounters while performing the essential duties and functions of this job. Reasonable

accommodations may be made to enable individuals with disabilities to perform essential functions.

- Moderate noise (business office with computers, telephones, printers, fax machines, photocopiers, filing cabinets, and light traffic).
- Ability to work within a confined area.
- Ability to work in a computer station for an extended period.
- Position may be required to work extended hours on evenings and weekends to attend regular Commission meetings, Town events, emergency disasters, and other Town related events.