

Chapter 3-07

DEPARTMENT OF INFORMATION TECHNOLOGY

Sections:

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Section 3-07-01 DEPARTMENT CREATED

There is hereby created an administrative department of the City to be known as the Department of Information Technology.

(6555, Amended, 03/20/2007; 6388, Added, 03/15/2005)

Section 3-07-02 DIRECTOR OF DEPARTMENT

The Director of the Information Technology Department shall be known as the Chief Information Officer (CIO) who shall superintend, direct and manage the Department and all officers, assistants and employees assigned to and employed for the Department and its various divisions. The CIO shall be appointed by the Mayor by and with the advice and consent of the Council.

(6743, Amended, 08/25/2009; 6388, Added, 03/15/2005)

Section 3-07-03 POWERS AND DUTIES

The CIO shall have the following duties, powers, and functions in addition to those necessarily or fairly implied or incidental to or essential to the duties, powers and functions hereinafter expressly delegated and specified:

1. Plan, organize, lead and control activities of the staff based on the overall needs of the City to support the direction set by the Mayor and Council in regard to technology. Prepare periodic reports and management metrics for Department activities including other performance analyses.
2. Systems Analysis, Design and Computer Programming Development. In concert with City Departments and staff, research, analyze, design, develop and implement computer software and related processes to effectively and efficiently perform Department work tasks and processes and implement City standard work practices and policies.
3. Provide research, guidance and direction for the selection and implementation of software systems to support City-wide office productivity needs and provide the Mayor's Office with research, guidance and direction for City -wide software and hardware usage and security policies.
4. Provide research, guidance and direction to the Mayor's Office for the setting of City-wide standards for common office, network and e-mail support software to include network security and control of access to City computing resources.
5. Set City-wide standards for network physical and logical design to ensure conformity and interoperability within the City. Has primary responsibility for City network design, implementation, troubleshooting, software and hardware selection.

6. Perform computer software maintenance and support for the common City standard software systems to include upgrade, modification and change. Provide Help Desk support for common City standard software systems.
7. Perform computer software training and implementation services for the common City standard software systems to include new and existing systems.
8. Perform or offer computer hardware maintenance, support and installation services for City standard networks.
9. Provide or supervise Radio Frequency and Telephone equipment and related systems research, selection, purchase, installation and support services for City Departments.
10. Customize RF equipment design, modification, installation and setup services.
11. Provide or supervise maintenance and support for existing Telephone and RF equipment and related systems.

(6388, Added, 03/15/2005)