

**MAJOR FUNCTION**

This is responsible managerial, administrative and professional work planning, implementing, directing, and coordinating the comprehensive budgetary, financial accounting activities and other administrative services required to support the staff and operations of the Technology & Innovation Department. The incumbent manages a division and is responsible for overseeing the work of supervisory and professional staff engaged in budgeting, financial management, accounting, analysis and reporting, general administrative, IT strategy, governance, performance management and systems and operations activities for the department. In addition to provides leadership for the cross-functional management of information and technology across the department. An employee in this position exercises a high level of judgment and performs with considerable independence under the general direction of the Chief Information Officer. Work is reviewed through reports, conferences, observation and results achieved.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Manages supervisory and professional staff in planning, organizing, implementing, executing, monitoring, and coordinating a comprehensive array of budgeting, accounting and administrative support services and functions for the Office of the Chief Information Officer. Establishes strategic planning and governance principles. Oversees the development of technology processes, procedures and methodologies. Directs the preparation, review and consolidation of business plans and budgets for the Technology & Innovation Department. Implements the approved budgets and monitors budget activity throughout the year, through assigned staff, and directs the preparation of financial analysis reports, queries and other graphs and charts as are needed to assess the department's financial performance and metrics. Collects and analyzes pertinent information for cost allocation. Serves as the lead contact for the internal auditors by providing access to financial information and supporting documentation, as applicable, and ensures the completion and submission of responses to audit findings. Works with affected areas, as necessary, to implement corrective actions. Establishes and implements continuous-improvement programs to meet the City's technology, financial and budgetary management requirements. Attests to the integrity of the department's financial information by reviewing staff reports and analysis to ascertain the reasonableness of assumptions, facts, conclusions and recommendations therein. Reviews and assesses for viability the department's system of internal controls related to policy, process and procedure for all administrative, human resource, purchasing, procurement and budgetary activities and develops, installs and maintains enhanced capabilities in support of enterprisewide business decisions. Directs and participates in studies, surveys, projects and collects information on operational and administrative problems having broad impact and importance; analyzes findings and makes reports and recommendations for practical solutions. Serves as a member of the department's executive management team. Oversees technology workforce management including the sourcing, training and development of staff. Recommends the selection, transfer, promotion, grievance resolution, discipline, or discharge of subordinate employees. Conducts performance evaluations and recommends approval or denial of merit increases. Performs related work as required.

**Other Important Duties**

Ensures team building, development, training, coaching and mentoring of supervised staff. Coordinates agenda items for City Manager or City Commission approval. May serve as Chief Information Officer, when assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of administrative management procedures and techniques. Thorough knowledge of budget planning, financial management and workforce management. Broad knowledge of current and emerging technologies, technology directions, and strategic application to business needs. Ability to improve operational efficiency, service delivery and information management across the organization. Thorough knowledge of various financial and statistical analysis techniques. Ability to plan, direct, supervise, coordinate, organize, and execute technology solutions. Ability to assign and review the work of subordinates and provide proper instruction in a manner conducive to improve performance.

**Minimum Training and Experience**

Possession of a bachelor's degree in business or public administration, accounting, finance, or a related field and six years of professional or management experience in governmental budgeting, accounting or finance, procurement, human resources, communications or related area; or an equivalent combination of training and experience. Three years of the required experience must have been in a supervisory capacity.

**Necessary Special Requirement**

Must possess a valid Class E State driver's license at the time of appointment.

Established: 11-23-19