

CHAPTER 17

INFORMATION TECHNOLOGY DEPARTMENT

(Amended, Ordinance No. 2017-06, February 6, 2017)

1. **ESTABLISHED.** There is hereby created and established the Information Technology Department which shall be so organized and administered as the City Manager shall from time to time direct, and which shall consist of the Director of Information Technology and such other officers and employees as the Council may from time to time authorize.

2. **DIRECTOR.** There is hereby created the position of Director of Information Technology, the occupant whereof shall be appointed, and may be removed, by the City Manager at will. The Director shall report to the City Manager.

3. **APPOINTMENTS AND RULES.** The Director of Information Technology shall be the appointing officer of the occupants of all classified positions assigned to said Department and may make reasonable rules, regulations and directives not in conflict with law or ordinance to govern and administer the activities and carry out the duties and responsibilities thereof, subject to the direction and control of the City Manager.

4. **DIVISIONS.** The Information Technology Department shall consist of the office of Technical Operations, the office of Software Support, and such other divisions as may be established by the City Manager.

5. **DUTIES OF THE DEPARTMENT.** The Information Technology Department shall, under the direction and control of the City Manager, have the following duties and responsibilities:

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(a) To maintain a secure, reliable and scalable information technology infrastructure for the organization, overseeing the City's telecommunications and electronic data transmission systems, including the City's fiber optic network and virtual server environment;

(b) To evaluate the use of information technology and software in all areas of City government, and create integrated computerized solutions needed by the organization, while optimizing access to computer data;

(c) To enhance access to online City information resources for accomplishing City objectives and providing easy citizen access;

(d) To develop policies, procedures, and practices that effectively manage information technology assets and meet City information technology needs;

(e) To provide information technology education for efficient use of City information technology resources; and

(f) To perform such other duties and functions as may be assigned from time to time by the City Manager.