



CITY OF SANDY JOB DESCRIPTION

POSITION TITLE:	IT/SandyNet Director
DEPARTMENT:	Information Technology and Telecommunication
FLSA STATUS:	Exempt
SALARY GRADE:	L
REPRESENTATION:	None

GENERAL POSITION SUMMARY:

The Information Technology (IT) and SandyNet Director drives the development and delivery of world-class systems and services, as well as a technology architecture that enables the City's business strategy. The director is responsible for ensuring that the City's technology strategy converges and integrates with the strategy and goals of the City and its business and other government and business partners. In addition, this position is responsible for the daily operational functions and oversight of the SandyNet telecommunications utility, a business owned and operated by the City of Sandy. This includes supervision of administrative and construction staff, budget oversight, and strategic planning regarding construction and operations.

ESSENTIAL JOB FUNCTIONS:

- Responsible for core IT concerns including infrastructure, architecture and standards-setting, application development and maintenance, integration, security, and data integrity.
- Directs and manages computing and information technology strategic plans, policies, programs, computer services, network communications, cybersecurity, and management information services.
- Responsible for management and direction of work for IT/SandyNet staff.
- Develops strategic plans and implement the objectives of the information technology needs of the City to ensure the computer capabilities are responsive.
- Responsible and accountable for selecting, approving, and managing all major procured IT products and services, including anything that touches multiple business functions and processes or requires significant internal IT support.
- Reviews all major IT contracts.
- Manages the IT department in an efficient, cost-effective, and transparent manner, including the periodic benchmarking of costs against data provided by reputable sources and the costs of commercial service providers.
- Applies best practices to IT project management, such as prototyping, tracking and post-implementation auditing. In major IT capital initiatives, the Director will partner with a business unit sponsor to establish a business case, and to share ownership and accountability for the project and its outcomes.
- Advise senior management on strategic systems conversions and integrations in support of business goals and objectives.
- Identify emerging information technologies to be assimilated, integrated, and introduced within the City.
- Assess new computing technologies to determine potential value for the City and oversee ongoing improvements and the feasibility of system enhancements.

- Establish City infrastructure to support and guide individual departments, and sites in computing and information technology efforts.
- Establish strategic relationships with City management, key IT suppliers and consultants.
- Interact with internal and external clients to ensure continuous customer satisfaction.
- Serves on a variety of committees and interagency groups including the SandyNet Advisory Board. Participates with other department heads to assist the City Manager with strategic leadership of the city.
- Serve as certifying officer for all regulatory reporting, auditing programs and mandates.
- Plan, direct, and supervise the development, implementation, and maintenance of the SandyNet fiber network; develop work plans; determine and assign work activities, projects, and programs; monitor workflow; review and evaluate work products, methods, and procedures.
- Serve as the project manager for all technology projects; confer with contractors, management, City officials, and others in order to acquire information and coordinate project activities; prepare requests for proposals and administer consultant selection processes; develop work plans, timelines, and budgets; monitor, review, and approve work products; maintain project documentation and prepare reports.
- Research and evaluate a variety of new hardware, software, and networking system resources and services available; identify possible improvements in information systems and participate in new product development.
- Develop department budgets; achieve, review, and report budget outcomes.
- Responsible for ensuring materials and services are available to meet the needs of the department; manage inventory.
- Compile up to date information and submittal of mandatory filings to the Public Utility Commission, Federal Communications Commission, and the maintenance of pertinent records.
- Develop and execute growth strategies that maximize profitability, optimize competitive positioning, and cultivate a positive/strong community presence.
- Implement policies and procedures necessary to develop and maintain strong and healthy working relationships between SandyNet, its retail partners, customers, and various vendors. Manage these strategic alliances and partnerships on a daily operation basis.

JOB SPECIFICATIONS:

Mandatory Requirements:

- Bachelor's degree in computer science, public administration, business administration or other related discipline is required or any satisfactory equivalent combination of education, training, and experience.
- Eight (8) years of increasing responsible information systems management experience. At least three of those years must have been spent in managing professional and technical staff in a small to medium state-of-the-art IT organization.

Necessary Knowledge, Skills and Abilities:

- The position requires advance knowledge of computer hardware components, wireless, internet, networking, and server operating systems.
- Advance knowledge in administering contracts for internet access, licensing and other system requirements.
- Knowledge and skills in goal setting, program development and evaluation, and evaluation, and supervision of staff directly or through subordinate levels of supervision.
- Advance computer and server troubleshooting techniques.
- Excellent oral and writing skills.
- Ability to present proposals and recommendations clearly, logically, and persuasively in a public meeting.
- Requires the ability to work as a contributing member of a team, work productively and cooperatively with other teams and external customers, and convey a positive image of the city.

Special Requirements/Licenses:

- Possession of or required to obtain a valid driver's license within thirty (30) days of hire. Must have a safe driving record.
- Must be able to pass the department's security clearance standards, including Reference check, Criminal History check and satisfactory driving record
- Level 4 CJIS Certification Required

SUPERVISION RECEIVED:

Works under the direction of the Deputy City Manager.

SUPERVISORY RESPONSIBILITIES:

Supervises department staff which includes oversight and final authority for assigning and reviewing and evaluating work performance.

PHYSICAL DEMANDS:

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

- Requires sufficient ambulatory ability to walk to project locations, to stand for extended periods of time, and to bend and stoop for limited periods of time.
- Requires sufficient arm-hand-eye coordination to operate a computer keyboard and pointing devices at a proficient level.
- Requires visual activity to created and read three-dimensional and detailed drawings and observe structural work-in-progress at construction sites.
- Requires verbal and auditory ability sufficient to carry on conversations with others and make presentations to groups.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, the ability to adjust focus, and sufficient visual activity to read letters, numbers, and detailed maps.



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TOOLS AND EQUIPMENT USED:

- General office computer/equipment including, but not limited to, keyboard, computer software, 10-key calculator, document scanning program, copier, fax machine, and telephone.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting in well-lighted, temperature-controlled office environment.
- The noise level in the work environment is usually quiet with frequent interruptions. Customer contact is high. These interactions may reach moderate noise levels.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related or logical assignment to the position.

Tyler Deems
Deputy City Manager

Adopted:
Revised: 04/14/2016, 12/18/2017, 8/2020, 06/2023

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Employee

Date