

JOB DESCRIPTION

Title: **INFORMATION TECHNOLOGY COORDINATOR**

GENERAL PURPOSE

Under general supervision of the Legal and Administrative Director, the Information Technology Coordinator is responsible for overseeing all technical aspects of the City of Fallon. The Information Technology Coordinator consults with other department heads and City leadership to enhance the City through the use of technological resources. Using an active and practical approach, the Information Technology Coordinator will assist all employees in the IT department to achieve the City of Fallon's strategic goals.

GENERAL STATEMENT OF DUTIES

1. Assist in the development and execution of a technology strategy and roadmap;
2. Help identify new areas of technology opportunities and create plans to implement them for the City of Fallon;
3. Assist with all security, software, integration, and performance with demonstrated improvement in production and cost reduction/containment in all facets of the operation;
4. Collaborate with Department Heads to define Key Performance Indicators (KPIs) and metrics to measure and track for each process, position and team performance;
5. Establish the City of Fallon's technical vision and leads all aspects of the City's technological development;
6. Develop and implement policies, standards, procedures, and guidelines for IT and for the use of City computers and technology systems;
7. Work in a consultative fashion with Department Heads as an advisor of technologies that may improve their efficiency and effectiveness; and
8. Consolidate the City's technology platforms and create plans for each.

Job Description
Information Technology Coordinator

REQUIRED SKILLS

- Bachelor in IT or related field or 6+ years experience in the Information Technology arena;
- Ability to actively communicate, inspire and motivate all levels of staff;
- Strong writing and presentation skills;
- Proven track record of success in leadership positions; and
- Exceptional project management and organization skills.

PHYSICAL REQUIREMENTS

- Must be able to sit at a workstation for the majority of a shift; and
- Must be able to use hands/fingers to enter data into a computer system.

ENVIRONMENT

- This position works in an office environment with low to moderate noise levels.

TRAVEL

- Infrequent travel to meeting and conferences.