



City of Kansas City, Missouri Job Class Specification

Job Title: DIVISION CHIEF -IT

Department: FIRE

Job Code: 3029

Status: NONEXEMPT

Grade: FM-3

Summary

This position is responsible for the administrative, supervisory and technical work regarding the Kansas City, Missouri Fire Department information technology systems and employees.

Duties and Responsibilities

- Evaluates, trains, and directs IT employees within the KCFD department.
- Evaluates and recommends candidates for hire within.
- Supervises and directs workflow and establish IT processes and procedures.
- Documents tasks for large scale IT projects within the KCFD.
- Works with and direct members of the department, across multiple divisions to implement or change IT work practices and procedures.
- Analyzes, designs, and recommends IT solutions across multiple divisions of the department to enhance our ability to achieve our mission.
- Assist with the development and execution of long term goals for the division that aligns with the objectives of the department.
- Works with and coordinates large projects with General Services and other departments within the City.
- Assists with the construction and evaluation of Request for Proposals for departmental systems.
- Works with current and potential vendors to explore, implement, design, and or modify equipment or software specific the operations of the department.
- Manages, coordinates, and recommends equipment replacement schedule for the department.
- Develops/designs and implements technology solutions specific to the department.

- Technical Skills**
- Possess a superior level of knowledge of network infrastructure.
 - Possess a superior knowledge of interoperability amongst various systems
 - Analyze, recommend, and implement new technologies and or efficiencies to save costs an increase return on investment(s) to the KCFD and KCMO.
 - Responsible for architecting various data and application frameworks for the KCFD databases and applications.
 - Possess a superior level of knowledge of network infrastructure: database, interface(s), Disaster Recovery (DR), etc.
 - Maintain best practices knowledge and skills for security and service
 - Proficiency in writing complex SQL queries, stored procedures, triggers, and functions.
 - Design, implementation, maintenance, and updates of custom applications
 - Oversees and manages application security for web applications and scripting.

Ability to:
Work skillfully and with high technical precision under pressure to ensure the upkeep and full functioning of KCFDs IT systems.

Education and Experience

Requires an accredited Bachelor’s Degree and four (4) years in information technology systems, to include at least two (2) years managing technology within emergency services.

OR

High school graduation and eight (8) years’ experience in information technology systems,to include at least two (2) years managing technology within emergency services.

**Certificates/
Licenses/Special
Requirements**

Must pass a background check as prescribed by the City.

**Supervisory
Responsibility**

Supervision is exercised over all assigned personnel

**Supervision
Received**

Work is performed under general supervision.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

12/2024

Revised