City of Kansas City, Missouri
Job Class Specification

Job Title:	CHIEF TECHNOLOGY OFFICER	**Department:**	INFORMATION TECHNOLOGY
Job Code: 1548U	**Status:** EXEMPT	**Grade:**	UNCLASSIFIED

Summary

This is advanced professional and managerial work which involves managing the City's information systems program; performing complex professional and administrative work in the planning, development, implementation, and maintenance of information systems and related information systems operations and equipment; and exercising managerial direction over professional, technical, administrative, and support information systems staff. The work is performed under the executive direction of the City Manager.

Duties and Responsibilities

- Manages the work of the information services staff, including professional, technical, administrative and support employees.

- Develops policies and procedures for the information services function.

- Manages large systems procurement in the information systems area including needs assessment, preparation of Requests for Proposals (RFP's), systems evaluation, contract development and implementation.

- Develops and administers short- and long-range plans and operating and capital budgets.

- Manages support of City departments, offices, and agencies in determining, defining, and fulfilling their information services needs.

- Analyzes user requirements to determine feasibility and most efficient/effective means of fulfilling them.

- Evaluates present hardware and software and procedures in the information services area and initiates or recommends changes.

- Ensures effective scheduling of systems programming, telecommunications, systems analysis, applications programming and operating activities.

- Oversees procurement of computer equipment for all City agencies.

- Represents the department in organizational meetings; represents the City at information services meetings with vendors and/or representatives of other governmental agencies.

- Performs related duties as required.

Technical Skills   Extensive knowledge of:

        The methods and techniques of information systems, including systems analysis and design, telecommunications, computer operations, computer programming, and the use and limitations of all types of computer equipment.

        Cost and budgetary control procedures.

        Modern management practices and procedures and organizational dynamics.

Ability to:

        Analyze operations and organize their component parts into a logical system.

        Organize, direct, monitor, and evaluate the work of others.

        Formulate overall short- and long-range plans for the City's information systems function, including planning for cost, personnel and equipment needs.

        Communicate effectively, both in writing and orally.

        Work well under pressure and in crisis situations.

Education and Experience   Accredited Bachelor's degree with major course work in business administration, management information systems, computer science or a related field and at least six (6) years of progressively responsible experience in information systems supervision or management.

OR

An equivalent combination of education and experience.

Certificates/ Licenses/Special Requirements   Must pass a background check as prescribed by the City.

Supervisory Responsibility   Supervision is exercised over technical, administrative and other assigned staff.

Supervision Received   Supervision is received from the City Manager or assigned designee.

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   9/06

Revised   5/23 , 01/2024