



Title: Assistant Information Technology Director

FLSA Status: Exempt

BRIEF DESCRIPTION:

The Assistant IT Director supports the strategic planning, development, and execution of the City of Thibodaux's Information Technology (IT) operations. This position assists in leading the IT department, ensuring the reliability, security, and efficiency of technology services across the organization. The Assistant IT Director collaborates with department heads, oversees technology initiatives, and serves as a liaison to the IT Director, assuming leadership responsibilities in their absence.

ESSENTIAL FUNCTIONS:

Note: This information is intended to be descriptive of the key responsibilities of the position. The list of essential functions below does not identify all duties performed by any single incumbent in this position. Additionally, please be aware of the legend below when referring to the physical demands of each essential function.

(S) Sedentary	(L) Light	(M) Medium	(H) Heavy	(V) Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally; 10 lbs. frequently; or negligible amounts constantly; OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally; 10-25 lbs. frequently; or up to 10 lbs. constantly.	Exerting 50-100 lbs. occasionally; 10-25 lbs. frequently; or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally; 50-100 lbs. frequently; or up to 20-50 lbs. constantly.

#	Code	Essential Functions	% of Time
1	L	Assist the IT Director in planning, developing, and implementing IT policies, standards, and procedures. Coordinates with IT Director and assists with projects involving system upgrades, data integration, and technology set-ups.	50%
2	S	Assists in performing web development duties by maintaining the City of Thibodaux's website; assists with developing web content management portals for departments; assists with conducting updates for the City's web presence and information programs; assists with creating and maintaining web applications.	25%
3	S	Aide with providing network support by maintaining and troubleshooting network problems; assists in establishing new expansions, supports in overseeing network security; and corresponds with vendors per IT Director.	15%
4	S	Collaborates with IT Director in evaluating new software and hardware by assisting with the review and purchase of new equipment; and implementing system changes for various departments.	5%
5	S	Provides technical support to the Police Department by addressing radio programming issues that fall outside the scope of contracted services and assisting with any questions regarding the radio system.	5%

**JOB REQUIREMENTS:**

-Description of Minimum Job Requirements-	
Formal Education	Work requires broad knowledge in a general professional or technical field. Bachelor's degree in Information Technology, Computer Science, Government or a related field.
Experience	3-5 years of progressive IT experience
Supervision	Assuming supervisory responsibilities in the absence of the IT Director.
Human Collaboration Skills	Recommendations regarding policy development and implementation are made and/or recommended. Evaluates employee satisfaction, develops cooperative associations, and utilizes resources to continuously improve employee satisfaction.
Freedom to Act	Receives Limited Direction: The employee normally performs the duty assignment according to his or her own judgment, requesting supervisory assistance only when necessary. Special projects are managed with little oversight and assignments may be reviewed upon completion. Performance reviewed periodically.
Technical Skills	Advanced: Work requires advanced skills and knowledge in approaches and systems, which affect the design and implementation of major programs and/or processes organization-wide. Independent judgment and decision-making abilities are necessary to apply technical skills effectively.
Fiscal Responsibility	This job title does research for documents, compiles data for computer entry, and/or enters or oversees data entry. Has responsibility for monitoring budget/fiscal expenditures (typically non-discretionary expenditures) for a work unit of less than department size (programs, activities, projects or small organizational units) or responsibility for fiscal management of capital project(s).
Reading	Intermediate - Ability to read papers, periodicals, journals, manuals, dictionaries, thesauruses, and encyclopedias. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Math	Intermediate - Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Writing	Intermediate - Ability to write reports, prepare business letters, expositions, and summaries with proper format, punctuation, spelling, and grammar, using all parts of speech. Ordinarily, such education is obtained in high school up to college. However, it may be obtained from experience and self-study.
Certification & Other Requirements	Valid driver's license

**OVERALL PHYSICAL STRENGTH DEMANDS:**

-Physical strength for this position is indicated below with “X”-					
Sedentary	Light	Medium	X	Heavy	Very Heavy
Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time.	Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.		Exerting 50-100 lbs. occasionally, 10-25 lbs. frequently, or up to 10-20 lbs. constantly.	Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never
2/3 or more of the time.	From 1/3 to 2/3 of the time.	Up to 1/3 of the time.	Less than 1 hour per week.	Never occurs.

Note: This is intended as a description of the way the job is currently performed. It does not address the potential for accommodation.

-Physical Demand-	-Frequency-	-Brief Description-
Standing	O	around work site
Sitting	F	desk work
Walking	F	around work site, to other departments/offices/office equipment
Lifting	O	equipment
Carrying	O	equipment
Pushing/Pulling	O	equipment
Reaching	R	for supplies
Handling	O	paperwork
Fine Dexterity	F	calibrating equipment, computer keyboard
Kneeling	O	
Crouching	O	
Crawling	O	
Bending	O	making repairs
Twisting	R	
Climbing	O	ladders
Balancing	R	on ladders
Vision	F	computer screen, driving, observing work site, reading
Hearing	F	communicating with co-workers and public and on telephone, listening to equipment
Talking	F	communicating with co-workers and public and on telephone
Foot Controls	O	driving
Other (specified if applicable)		

**MACHINES, TOOLS, EQUIPMENT, SOFTWARE, AND HARDWARE:**

Computers; routers; analysis software; technical networking equipment; wire cutting and splicing tools.

ENVIRONMENTAL FACTORS:

C	F	O	R	N
Continuously	Frequently	Occasionally	Rarely	Never

D	W	M	S	N
Daily	Several Times Per Week	Several Times Per Month	Seasonally	Never

-Health and Safety Factors-	
Mechanical Hazards	C
Chemical Hazards	N
Electrical Hazards	C
Fire Hazards	N
Explosives	N
Communicable Diseases	N
Physical Danger or Abuse	N
Other (see 1 below)	N

-Environmental Factors-	
Respiratory Hazards	N
Extreme Temperatures	N
Noise and Vibration	N
Wetness/Humidity	N
Physical Hazards	N

(1) N/A

PROTECTIVE EQUIPMENT REQUIRED:

None.

NON-PHYSICAL DEMANDS:

F	O	R	N
Frequently From 1/3 to 2/3 of the time	Occasionally Up to 1/3 of the time	Rarely Less than 1 hour per week	Never Never occurs

-Description of Non-Physical Demands-	-Frequency-
Time Pressure	O
Emergency Situation	O
Frequent Change of Tasks	O
Irregular Work Schedule/Overtime	R
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	O
Other (see 2 below)	N

(2) N/A

PRIMARY WORK LOCATION:

Office Environment	X	Vehicle	
Warehouse		Outdoors	
Shop		Other (see 3 below)	
Recreation/Neighborhood Center			

(3)N/A



SIGNATURE – REVIEW AND COMMENTS:

I have reviewed this description and understand the requirements and responsibilities of the position.

Signature of Employee

Date

Job Title of Supervisor

Signature of Supervisor

Date

Job Title of Department Head

Signature of Department Head

Date

Comments: _____

The above statements are intended to describe the general nature and level of work being performed by individuals assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required. This description is subject to modification as the needs and requirements of the position change.