



CIVIL DIVISION  
CLASS SPECIFICATION

MUNICIPAL DIRECTOR OF  
TECHNOLOGY

DATE ADOPTED: 02/18/2025

LAST REVISION:

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**DISTINGUISHING FEATURES OF THE CLASS:**

This position involves responsibility for the administration and direction of an information technology (IT) department, including day-to-day operations and long-range planning. The incumbent is responsible for supervising technology, coordinating the implementation of technology solutions across various departments in a municipality and supporting staff. Work is performed under the general supervision of a higher-level administrator or elected official, with wide latitude for exercising independent judgment in carrying out the details of the work.

**TYPICAL WORK ACTIVITIES:**

The following is indicative of the level and types of activities performed by incumbents in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Directs and oversees the daily operations of an IT department, including infrastructure, applications, and support services;
2. Develops and implements long-range technology plans to support objectives and improve public services;
3. Supervises, trains and evaluates technical staff in the installation, repair and maintenance of all computer hardware, data communication systems, and related technology equipment;
4. Prepares and manages the IT operations budget and oversees the selection and purchase or lease of all hardware, software, and related equipment and supplies;
5. Reviews requests for new software solutions or internal systems to ensure compliance with standards and compatibility with operational procedures;
6. Evaluates and recommends hardware and software based on user requirements, operational capabilities, and performance, and diagnoses malfunctions or failures to propose alternative solutions;
7. Oversees the security and management of the computer network, including access controls, system security, data integrity, and confidentiality across all municipal systems;
8. Collaborates with department heads, and elected officials to assess technological needs and provide expert guidance on data processing and IT solutions;
9. Attends conferences and training sessions as needed to maintain current knowledge and improve operational efficiency.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the methods and best practices for delivering technology services within a municipal environment and implementing technology solutions across city departments; thorough knowledge of computer software, hardware, networks, telecommunications systems, and related technology infrastructure; thorough knowledge of the city's goals, policies, and procedures related to technology and data security; thorough knowledge of personnel management practices and procedures; ability to plan, organize, and supervise the work of subordinate employees; ability to prepare and manage an annual technology budget; ability to develop and coordinate staff training and professional



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development programs; ability to establish and maintain cooperative working relationships with city officials, department heads, and staff; ability to clearly explain technology issues and solutions to non-technical stakeholders; personal characteristics necessary to perform the duties of the position; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

EITHER : (A) Master's Degree in Business Administration, Computer Science, Computer Information Systems, Technology or related field and five (5) years of recent \* full-time work experience in integrating technology and/or providing technology services, three (3) years of which shall have been in a supervisory capacity;

OR: (B) Bachelor's degree in Business Administration, Computer Science, Computer Information Systems, Technology or related field and six (6) years of recent \* full-time work experience as outlined in (A) above, three (3) years of which shall have been in a supervisory capacity.

\*Recent work experience is defined as work occurring within the ten (10) years immediately prior to the date of application.

NOTE: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

NOTE: Supervision experience includes but is not limited to, assigning and reviewing work, evaluating performance, maintaining work standards, motivating and developing subordinate employees, implementing procedural changes, increasing efficiency and addressing problems of absenteeism, morale and discipline. The supervision aspects must be an integral part of the job, not incidental or occasional.

**SPECIAL REQUIREMENT:**

Possession of a valid Driver License to operate a motor vehicle in New York State at time of application and to maintain the position.

**CIVIL DIVISION USE ONLY:**

JURISDICTIONAL CLASSIFICATION: <b>Competitive</b>
REVISION HISTORY: