

**CITY OF GREENBELT, MD  
CLASS SPECIFICATION**

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**CLASS TITLE:** Assistant Director of Information Technology  
**DEPARTMENT:** Information Technology  
**REPORTS TO:** Information Technology Director

**SALARY GRADE:** 17  
**FLSA STATUS:** E  
**DATE:** 10/2023

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**JOB SUMMARY AND DISTINGUISHING FEATURES OF THE WORK:**

The Assistant Director of Information Technology is responsible for providing the IT Director support for a wide variety of applications, programs, and infrastructure required to support City staff. Assisting the Director in planning, organizing, and managing the personnel and programs administered by the department in addition to being the lead of the Network Team.

**ESSENTIAL JOB FUNCTIONS:**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

Assists the Director in the planning, organization, and supervision of work assigned to subordinate departmental personnel.

Develops and implements guidelines and procedures for carrying out and completing the work and programs of the Department to simplify and improve services to users.

Assists with the development and preparation of the departmental budget.

Coordinates departmental activities with other City departments, as well as County and State agencies, as needed.

Leads efforts to ensure disaster recovery and continuity of operations.

Recommends and implements organizational structure and business process improvements in IT.

Assists with performance evaluations and review of the Network Team.

Acts as Director in his/her absence.

Lead worker for the Network Team by training, planning projects, and keeping to date with the industry.

Oversees trouble shooting, systems backups, archiving, and disaster recovery and provide expert support when necessary.

Advise and assist in the evaluation, selection and administration of hardware and software, including evaluating computer-related products and pricing.

Designing, building, deploying, and administering firewalls, routers, and switches. As well as upgrading, patching, and troubleshooting those devices.

Act as lead on major IT projects for all City departments

Install, support, and maintain new server hardware and software infrastructure while ensuring the most cost-effective and efficient use of the servers.

Primary liaison to the I-net technical committee that intergrades our City with an existing fiber optic network that is used to share data between 20 other municipalities, state agencies, and county offices.

Performs other related duties as required or assigned.

**MATERIAL AND EQUIPMENT USED:**

Desktop computers, printers, switches, routers, servers

**MINIMUM QUALIFICATIONS REQUIRED:**

**Education and Experience:**

Bachelor's degree from an accredited four-year college or university in Decision Information Systems, Computer Information Systems, Computer Science or a related field; and

Seven years of progressively responsible related experience; or

Any combination of education, training and experience which provides the required knowledge, skills and abilities to perform the essential functions of the job.

**Licenses and Certifications:**

Valid Driver's License

Microsoft Certified System Engineer required

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

Principals, practices, and procedures of Information Technology.

Networking/Active Directory

Systems analysis and design

**Skill in:**

Ability to communicate effectively orally and in writing, as well as make presentations before groups.

Ability to plan, organize, and direct the work of others.

Ability to supervise and evaluate others.

Ability to exercise judgment and discretion in applying and interpreting City policies and procedures.

Ability to establish and maintain harmonious working relationships with City staff, elected officials, and the public.

**Working Conditions:**

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbents working conditions are typically quiet.

**NOTE:** This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.