



# CITY OF STUART

## CAREER OPPORTUNITIES

Human Resources  
121 SW Flagler Avenue  
Stuart, FL 34994  
www.cityofstuart.us

The City of Stuart is a historic coastal community with a population of 16,500 and offers unique downtown shops, galleries and restaurants that add to our small town charm. Awarded "America's Happiest Seaside Town 2016" by Coastal Living and "Most Beautiful City 2008" by America in Bloom, the City of Stuart offers a quality lifestyle for residents and visitors alike.

## Information Services Director (Information Services)

**Hiring Range:** \$2,868.37 - \$4,258.30 bi-weekly

**Pay Range:** \$2,868.37 - \$4,258.30 bi-weekly

**Announcement Date:** March 13, 2019

**Information Services**

**FLSA Status:** Exempt

**Closing Date:** Open Until Filled

In addition to a satisfying work environment where employees are respected and valued for their contributions, the City of Stuart offers an attractive benefits package and award-winning wellness program. We offer two (2) medical and dental plans, supplemental insurance, deferred compensation, retirement benefits through the Florida Retirement System, and more to all full time and part time eligible employees. We offer paid time off and paid holidays. The City pays up to 90% of employee medical insurance premiums for full time employees.

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### **Characteristics of the Class**

Under direction of the City Manager, manages the day-to-day administration and coordination of all activities in the Information Services Department. Performs professional and executive level work of technical difficulty in the management of Programming data, Telecommunications systems and Networks. Supervises professional and semi-professional staff in the field of computer science. Responsible for budgeting, planning, designing, acquiring, implementing, maintaining, and securing the City's information and telecommunications systems.

### **Illustrative Duties** (the following are highlights; a detailed job description is available in Human Resources)

- Provides system administration and technical support for essential databases including financial, human resources, purchasing, fixed assets, utility billing, cash receipting, permitting, code enforcement, occupational licensing and budgeting.
- Supervises the operation of the systems and network functions within the Information Services Department; assigns work and establishes work schedules; directs and supervises duties of assigned staff; reviews job performance, evaluates and makes recommendations as appropriate.
- Provides overall leadership, guidance, and career development opportunities to the Information Services Department staff.
- Develops, plans, and implements the overall strategic goals of the City's Information Services systems.

- Anticipates, evaluates, and recommends changes to current and future network requirements and technology to meet the City's needs, with focus on security, effectiveness, and efficiency within fiscal guidelines.
- Develops appropriate procedures for maintaining the security and integrity of data to include network access privileges for users, nightly and emergency backups, virus protection, firewall maintenance, uninterruptible power sources, and enforcement of standards and policies.
- Engaged in the design and maintenance of the City's Internet and Intranet sites for public and employee access.
- Develops and updates a long-range technical strategy plan and continuity and contingency plan for essential systems in pre- and post-disaster situations.
- Prepares and monitors a departmental annual budget.
- Develops and facilitates formal technical training sessions citywide; develops materials and informal instruction on the use of equipment and programs.
- Represents department at City Commission and other meetings as required.

**Minimum Qualifications and Education/Licenses and Certifications**

Bachelor's Degree (Master's preferred) from an accredited college or university with major in Information Technology, Computer Science, Business Administration, or other relevant field with progressively responsible experience of at least five (5) years in the technical and administrative aspects of an Information Technology/Services Department, and three (3) years management and supervision experience. An equivalent combination of education, training and experience will be considered. Government experience is highly desired. Professional certification as system engineer, network engineer, or database administrator preferred. Possession of a valid Florida Driver License as required for the position.

**Essential Physical Skills and Environmental Conditions**

Task involves frequent walking, standing, bending, stooping, kneeling, stretching, reaching; lifting, moving and carrying objects of moderate to heavy weight (50+ pounds) and standard dexterity in the use of eye-hand coordination, fingers, limbs or body in the operation of equipment. Task may involve extended periods of time at a desk or keyboard within close quarters. Task may require infrequent exposure to adverse environmental conditions. Task requires sound, visual, color, odor, depth and texture perception and discrimination. Task requires oral and written communications ability.

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**A City of Stuart Application for Employment** can be obtained through our website ([www.cityofstuart.us](http://www.cityofstuart.us)) or by visiting the Human Resources Department. Applications for employment must be sent or hand-delivered to the Human Resources Department, or you may apply online.

**The City of Stuart is a tobacco-free/vaping-free workplace.** All applicants must attest that they have not used tobacco or nicotine products for the preceding 3-month period from the date of application. Candidates chosen for positions with the City of Stuart must undergo pre-employment screening to include verification of their non-use of tobacco or nicotine products in order to be considered for employment.