ORDINANCE 3/ – 05

By: Ms. Mac Murray

An Ordinance authorizing the hiring of one Director of Technology to fill a vacancy created by the leaving of the previous Director of Technology.

WHEREAS, Council has previously placed a freeze on hiring by all departments; and,

WHEREAS, this Council has determined that it is in the public interest to fill the position of Director of Technology. NOW THEREFORE,

BE IT RESOLVED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1.   That the Mayor is hereby authorized to hire one Director of Technology.

Section 2. That the salary for the position shall be $72,000.00.

Section 3.   That this Ordinance is an emergency measure necessary for the immediate preservation of the peace, health and safety, said emergency being the need to hire a Director of Technology at the earliest possible date, and shall go into effect upon its passage and approval by the Mayor.

Passed: _3-29_____, 2005

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President of Council

Attest: _____
Clerk of Council

Approved: ___3/29____, 2005

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David H. Madison, Mayor

3-29-05 First Reading.
Three Reading Rule
Suspended. Passed

Director of Technology
Core Responsibilities
City of Bexley
March 24, 2005

- **Hardware Management**
- **Software Management**
- **Network Management**
- **Support Management**
- **Strategic and Operational Project Management**
- **Human Capital Management**
- **Technological Risk Management**
- **Financial Management**
- **Communication Management**

Hardware Management:

Assess departmental needs.
Research and select appropriate hardware.
Manage hardware acquisitions: Identify vendors, pricing, and ordering.
Monitor hardware performance.
Monitor and facilitate support servicing.

Software Management:

Assess departmental needs.
Research and select appropriate software
Manage software acquisitions: Identify vendors, pricing, and ordering.
Manage technical software support (contracts and performance)
Monitor software performance.
Manage software enhancements: version control/upgrades (installations, upgrades, and enhancements.
Manage software support: a) resolve software problems through internal and external resources, b) evaluate and research training solutions.

Network Management:

Identify the current network scheme of internal network and external connections.

Identify points of improvement: current and future failure points, access points, etc.
Assess stability, security, and performance.
Configure internal and external networks to maximize operations.

Support Management:

Establish conduits for departments to communicate support requests.
Manage resolution of support requests: receipt of receipt, prioritization, resource assignment, resolution, communications, quality control/ user satisfaction.

Strategic and Operational Project Management:

Identify key strategic and operational technological projects i.e. acquisitions, upgrades, repairs, and servicing.
Develop project work plans and project control techniques.
Facilitate the orderly and efficient completion of projects.

Human Capital Management:

Assess departmental needs.
Identify sources of human capital: vendors, trainers, engineers, consultants, consultants, etc.
Manage human capital acquisitions: identification, pricing, and assignments.
Manage performance of external technical resources: quality, quantity, and performance.
Identify alternative sources of human capital: partnerships, grants, collaborative projects, etc.

Technological Risk Management:

Identify system-failure risks (Disaster Recovery Planning).
Identify system-legal and non-compliance risks.
Identify system-access risks—internal and external (Information security).
Design plans and programs to mitigate above risks.

Financial Management:

Evaluate current hardware, software, network, and resource expenditures and initiatives.

Identify areas of cost reductions and/or revenue generation.
Negotiate appropriate vendors and favorable pricing.
Identify alternative sources of hardware, software, network, and resources:
grants, affiliations, partnerships, collaborations, etc.
Assist in the acquisition of technology purchase and consumables (supply
management).

Communication Management:

Assess current internal communication systems: email, fax, document
processing, phone system, and intranet.
Assess current external communication systems: email, email, fax, document
processing, phone system, intranet, and website.
Assess current relationships, partnerships, and affiliations, and communications
with external federal, state, county, municipal, and private agencies,
organizations on technology issues and initiatives.