City of Peru
Job Description

Job Title: **Director of Information of Technology (IT)**

Department: IT (Information Technology)

Reports to: Mayor

JOB SUMMARY: Manages and directs the City's information technology (IT) operations, ensuring the department provides efficient and effective technical support service. Plans, implements, upgrades, and monitors security protocols for the protection of the City's computer networks and information.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Provides technical support—identifying, investigating, and resolving users' problems with computer software and hardware
- Arranges service by software or hardware vendors to repair or replace defective products.
- Manage software licenses within the City of Peru.
- Develops maintenance schedule to keep the current network and computer systems secure and up to date.
- Identifies security threats, monitors and adjusts security appliances, remediates compromised systems, and recommends changes to prevent further incidents.
- Performs risk assessments, audits, and security tests to ensure proper functioning of data processing activities and security measures.
- Safeguards system security and improves overall server and network efficiency by training users and promoting security awareness.
- Reviews violations of security procedures; provides training to ensure violations do not reoccur; promote security awareness.
- Updates endpoint protection systems, monitors reports of computer viruses and security events.
- Ensures data encryption, firewalls, and other appropriate security tools and applications are properly configured to conceal and protect transfers of confidential digital information.

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- Develops and implements plans to safeguard digital data from accidental or unauthorized modification, destruction, or disclosure; adheres to emergency data processing needs.
- Monitors and restricts access to sensitive, confidential, or other high-security data.
- Develops and documents Disaster Recovery procedures.
- Oversees and contractually manages the development of the City's fiber network.
- Oversees design and management of the City's website.
- Develops and communicates department projects and goals.
- Provides recommendations on new policies and procedures, identifies cost savings opportunities.
- Maintain the City's server environments and recommend upgrades as needed.
- Develop and manage a department budget.

REQUIRED QUALIFICATIONS AND SKILLS:

- Bachelor's degree in Computer Science or related field required, or relevant work experience
- Professional security certification required, such as: CCNP, CISSP, GCIH, GCFA, GSEC, CEH along with an MCSE or MCSA certification.
- Proficient with Microsoft and Linux Administration, Microsoft 365, EMS, and SCADA
- Excellent analytical and problem-solving skills.
- Extensive knowledge of computer systems, information security, and disaster recovery.
- Ability to maintain confidentiality and secure confidential information.
- Excellent organizational skills and attention to detail.
- Proficient with or able to quickly learn systems and software used by the City.

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- Excellent verbal and written communication skills.
- Ability to lift up to 15 pounds.

PREFERRED QUALIFICATIONS AND SKILLS:

- 3 years' experience in IT security, including the responsibility of analysis of security events and investigation.
- Professional networking certification
- Experience managing wide area networks.
- Experience managing employees or consultants in an IT environment.
- Three to five years of information systems experience preferred.

The essential duties and responsibilities reflect the general details necessary to describe the principal functions of the job identified and shall not be construed as a detailed description of all the work requirements inherent in the job. Other work will be assigned to utilize scheduled time fully or to meet exceptional conditions.