



City of Methuen, Massachusetts

Office of the Mayor

The Searles Building, 41 Pleasant Street

Methuen, Massachusetts 01844

Telephone (978) 983-8505 Fax (978) 983-8973

Neil P. Perry

Mayor

ORDER #965

An Ordinance Amending the Wage and Salary Classification Plan to accept new position of Chief Information Officer

WHEREAS, An appropriate leadership role within the Information Technology Department must be created to sustain a complete and functional IT department team that includes both City and School infrastructures; and

WHEREAS, The position has been funded within the Fiscal Year 2022 annual budget; therefore

BE IT ORDAINED: That the Wage and Salary schedule of Chapter 6, Sections 6-4 and 6-5 of the Methuen Municipal Code, Department Head, respectively, is amended by inserting the new position of "Chief Information Officer" and new salary schedule, to wit:

Department: Information Technology
Position: Chief Information Officer

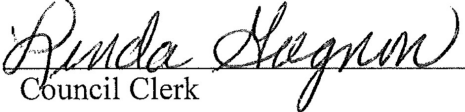
	Minimum	Step 1	Step 2	Step 3	Maximum
Annual	120,000	125,000	130,000	135,000	140,000
Weekly	2,307.69	2,403.85	2,500.00	2,596.15	2,692.31

This Ordinance shall be effective upon passage

Be it Ordered that a certified copy of this ordinance be submitted to the Office of the Chief Administrative Financial Officer upon City Council approval.


First Read: August 2, 2021
Adopted: September 7, 2021
Effective: September 7, 2021

I do hereby certify that at a meeting of which a quorum was present, the foregoing ordinance was adopted by a unanimous vote on September 7, 2021.


Council Clerk


Steve Saba, City Council Chairman

Approved under MHRC Sec. 3-6
Date: _____

Approved:  10/7/2021
Neil Perry, Mayor



City of Methuen – Job Description –

Job Title:	Chief Information Officer	FLSA Category (Exempt? Y/N):	Y
Department:	Information Technologies	Affiliation:	Department Head? Contract?
Classification/ Salary Range:	As per current Wage & Salary Classification	Reports To:	CAFO
HR Contact:			

Job Description

SUMMARY:

Responsible for effective and efficient management of the City of Methuen’s information technology department operations, resources, projects, and contracts, including the School Department, while leading the planning, organization, and execution of all IT activities to successfully meet the goals and needs of the City.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Support, manage and maintain all citywide network infrastructure, hardware and software
- Provide vision in the strategic direction, implementation, and management of the City’s information technology (IT) program
- Effectively communicate, collaborate and interact with all levels of personnel and authority, both orally and written.
- Provide leadership, technical knowledge and project oversight for all IT infrastructure and security projects (network, servers, telecommunication systems, desktops, security, SAS providers, etc.).
- Identifies, budgets, plans, implements, optimizes, and supports IT infrastructure and security needs, upgrades and renewals to ensure the City’s network, telecommunications, and servers meet organizational goals and daily operational needs.
- Ensure the effective and efficient management of departmental operations, resources, technology projects and contracts, including all IT procurement activities.
- Develop, document and administer best practices and security policies and make recommendations regarding response to changes in industry standards.
- Develop and maintain the Information Technology Disaster Recovery and Business Continuity Plan
- Develop plans and programs for acquisition; oversees procurement, installation, and achievement of operational status
- Establish strategic planning of long-term goals and objectives, while monitoring and researching trends in information technology to develop forward-thinking strategies to achieve goals.
- Oversee, advise and support appropriate professional staff, contributing to their development and effective performance
- Direct and prioritize assignments and workload of subordinates ensuring that IT operates within documented schedules and exceeds end user expectations.
- Identifies knowledge and skills gaps within the department and citywide and develops appropriate training plans.
- Oversees measurement and reporting of IT systems’ reliability, performance, security, and business value.
- Perform other duties as required by the CAFO and the Mayor’s office

The duties and responsibilities listed above are intended only as illustrations of the types of work that may be performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment for this position.

QUALIFICATIONS:

- Required Bachelor’s degree in Computer Science, Information Systems or related field; Masters preferred
- Minimum of ten years of professional experience in information systems management at a senior level, with at least five years of experience working with executive level personnel, preferably in a municipal setting; or an equivalent combination of education and experience
- Demonstrated ability to manage multiple tasks in an organized, accurate and efficient manner
- Established problem solver with effective management and public relation skills
- Demonstrated experience in IT strategic planning, organization design and development.
- Proven ability to be effective in driving business, culture, and technology change in a dynamic and complex operating environment.
- Demonstrated success with team leadership and experience in developing, coaching, mentoring and reinforcing team members in line with organizational mission, vision, values, goals and performance standards.

WORK ENVIRONMENT AND PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly sedentary in nature. The employee must possess mobility to work in a standard office setting. The employee is frequently required to talk, listen and sit for extended periods of time. The employee must occasionally lift and/or move up to ten pounds. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually quiet.

SUPERVISION AND MANAGEMENT:

Directly supervises employees within the City’s Informational Technology Department, inclusive of the School Department. Carries out supervisory responsibilities in accordance with City policies and applicable laws.

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:	Maggie Duprey	Date:	7/26/2021