

CITY OF CHATTANOOGA

Classification Specification Title: Director Development Operations

Department: Technology Services

Pay Grade: GS.

Supervision Received From: Dep. Chief Information Officer

FLSA Status: Exempt

Supervisory Responsibility For: IT UX Designer, Digital Exp

Established: 12/5/23

Dev Lead; Software Eng. Lead

Revision Date: 4/1/25

CLASSIFICATION SUMMARY:

Incumbent in this classification will direct the DevOps Division of the Department of Technology Services. This position will be responsible for the planning and oversight of leads and staff of software development and digital experiences.

SERIES LEVEL:

This is a stand alone position.

ESSENTIAL FUNCTIONS:

(The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.)

Oversees the review and approvals of schedules, timecards, time off requests, approves and arranges for training as necessary. Assigns work assignments and projects to DevOps team employees.

Oversee efficient delivery of all aspects of deployment and technical operations.

Provide technical leadership, mentoring and coaching for all employees and foster a culture of accountability, innovation and team building.

Develops and communicates the career progression and advancement opportunities for team employees. This includes assigning competencies and goals to employees and assisting them to achieve those objectives.

Directs, reviews and participates in the development of a variety of reports, work papers, communications, schedules and/or other related documents to and from internal departments, governmental entities, external agencies, contractors and/or other interested parties.

Represents the Division and/or the City at a variety of meetings, public events, training sessions, on committees and/or other related events or groups in order to receive and convey information.

Collaborates with internal departments, applicable Boards and Commissions, task forces, advisory groups, the general public, external agencies, contractors, attorneys and/or other interested parties to coordinate activities, review work, exchange information and resolve problems.

Participates in forecasting, preparing and administering DevOps division budgets, project budgets, and assists the CIO with annual budgeting; prepares cost estimates for budget recommendations; submits justifications for budget items; monitors and controls expenditures and manages financial operations.

Reviews and negotiates Information Technology vendor contracts for competitiveness and performs or oversees vendor due diligence as prescribed by City policy.

Must meet regular attendance requirements.

Must be able to maintain good interpersonal relationships with staff, co-workers, managers and citizens.

Must accomplish the essential functions of the job, with or without reasonable accommodations, in a timely manner.

Performs other duties as assigned.

DEPARTMENT SPECIFIC DUTIES (if any):

MINIMUM QUALIFICATIONS:

Bachelor's Degree with training emphasis in Computer Science, Information Systems technology or other closely related field and five (5) years experience working in an IT role of which two (2) must be in a software and/or web developer role; or any combination of equivalent experience and education.

Minimum of five years (5) experience supervising managers working in the IT field and/or subordinate employees.

LICENSING AND CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS:

Knowledge of standard methodologies and IT operations in an always-up, always-available service. Effectively manage all stakeholders, scheduling, risk management, internal and external communications, status reporting, and resource management. Ability to self-motivate and work independently. Experience with a wide variety of open source technologies and cloud services. Excellent written communication, problem solving, and process management skills. Experience with code repository management, code merge and quality checks. Experience with approaches and tooling for automated build, delivery and release of software. Experience in automation scripting using one or more of the following languages: Pearl, Ruby, Bash or Python. Experience with Html 5, CSS, PHP, Wordpress, and JavaScript. Experience with content management systems, Google Workspace and Amazon Web Services. Experience with application and software security. Knowledge of the basic principles of web development and algorithms. Knowledge of website security and security frameworks.

PHYSICAL DEMANDS:

Positions in this class typically require reaching, fingering, grasping, talking, hearing, seeing and repetitive motions.

WORK ENVIRONMENT:

Sedentary Work: Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.

SPECIAL REQUIREMENTS:

Safety Sensitive: N

Department of Transportation - CDL: N

Child Sensitive: N

The City of Chattanooga, Tennessee is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the employer.