

CITY OF CHATTANOOGA
Classification Specification Title: IT Business Manager

Department: Technology Services

Pay Grade: GS.13

Supervision Received From: Deputy Chief Info Tech Officer,

FLSA Status: Exempt

Director Land Development

Established: 11/4/21

Supervisory Responsibility For: Executive Assistant,

Revision Dates: 4/2/25;

Fiscal Analyst, Inventory Coordinator, Trans Accounts Coord, 10/9/24; 10/20/23; 1/11/23

Application Analysts, Admin Support Spec. 2, Office Sup.

CLASSIFICATION SUMMARY:

Performs all responsibilities of a departmental Finance Manager, Contract Manager and Administrative Manager. Manages and oversees the IT administrative processes, procedures and staff to include all office operations, human capital responsibilities, financial operations, facility management, department budgets and department purchasing functions. The IT Business Manager is also responsible for citywide technology contracts, technology procurement and technology budgeting. This is an exempt position.

SERIES LEVEL:

The IT Business Manager 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.)

Strategize, implement, and oversee processes for increased productivity and growth in DIT's financial and administrative functions.

Work directly with other IT division managers/directors to facilitate the use of and tracking of individual division budgets. Design daily operational programs and processes that produce department objectives.

Research and manage grant opportunities, availability, classification, application, submission and financial liabilities.

Manage and track technology contracts for all departments citywide. Responsible for contract renewals, contract reviews and submissions to the City legal support team. Maintains relationship with City Attorney's Office as well as technology suppliers in regard to supplier relationships

Ensure all technology purchasing requirements are met across the city. Supports citywide departments in regard to technology transactions, renewals, RFP's, bids and cooperative purchases.

Manages direct employee reports/positions: 1) Fiscal Analyst, 2) Inventory Coordinator, 3) Account Coordinator (x2), 4) Fiscal Technician and 5) Executive Administrative Assistant. Provides suitable resources, growth opportunities and position guidance for division positions.

Establish and support supplier relationships with appropriate technology partners.

Develops and maintains departmental financial parameters, manages annual budget submissions and maintains all financial liabilities regarding technology citywide.

Supports the CIO and DCIO regarding overall business liabilities, administrative and human capital responsibilities. Provides and maintains divisional strategic plan, department financial forecast and budgetary targets/goals set for the department. Provides appropriate data analytics.

Work with other division managers and directors to develop long-term strategic initiatives.

Protects operations by keeping information confidential and secure.

Mentors other administrative staff.

Audit technology use, technology spending across the city, best use studies and financial commitments.

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):

When working for Public Works as an LDO Business Manager

Supports LDO Stormwater, Floodplain, and Site Development through management of the OpenGov Program. This position will serve the entire LDO department through support of the following areas: Private sector licensing and certifications for building trades, beer distribution, short term vacations rentals, and signage. Building & trades permitting, inspection, and certificates of occupancy and fee collection. Support Zoning and code enforcement through support of CityView and OpenGov Programs. This position will manage all purchasing utilizing P-Cards and manage office inventory.

MINIMUM QUALIFICATIONS:

Bachelor's Degree with a major in business management/administration, finance, or Similar AND two (2) years in a similar role; Experience with finance and budgeting, preferably in an IT environment; Experience with contract negotiations and tracking; Experience managing/supervising other administrative/office staff including fiscal analysts OR at least six (6) years of any combination of technical and financial experience, education or training sufficient to perform the essential duties of the job will be considered. Ability to pass a criminal background investigation.

LICENSING AND CERTIFICATIONS:

Valid Driver's License

Ability to obtain and maintain CJIS certification within six (6) months of hire.

KNOWLEDGE AND SKILLS:

Knowledge of project management principles and practices; technology development methodologies; problem solving methods; workflow and process analysis methods and enterprise software applications.

Skill in using a computer and related software applications; managing projects; analyzing and integrating technology into existing systems; facilitating meetings; analyzing problems and recommending solutions; managing multiple projects and meeting deadlines; presenting information; resolving and mediating conflict; influencing others; conducting negotiations and communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public, sufficient to exchange or convey information and to receive work direction.

PHYSICAL DEMANDS:

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

WORK ENVIRONMENT:

Quiet open office space, sitting/standing, walking, talking, writing, typing. Distributed work environment eligible.

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.