

OFFICE OF THE CITY MANAGER  
DES MOINES, IOWA

**CITY COUNCIL COMMUNICATION 97-216**  
**APRIL 21, 1997 AGENDA**

| SUBJECT:   | TYPE:                                     | SUBMITTED BY:   |
|--|---|---|
| NEW JOB SPECIFICATION—<br>INFORMATION TECHNOLOGY<br>DIRECTOR | ◆ RESOLUTION<br>ORDINANCE<br>RECEIVE/FILE | LYNN LESLIE<br>CIVIL SERVICE/PERSONNEL<br>ADMINISTRATOR |

**SYNOPSIS —**

The Data Management and Communications Committee has recommended the adoption of a new job specification for the position of Information Technology Director and subsequent recruitment thereof.

The position will be assigned to Executive Range III (\$79,192 - \$101,041) of the Supervisory, Professional and Management (SPM) Pay Plan.

**FISCAL IMPACT --**

Funding for the Information Technology Director will come from a reallocation of existing salaries resulting from the reorganization of this function.

**RECOMMENDATION —**

Approve the job specification and direct the City Manager to proceed with the recruiting and hiring of an Information Technology Director.

**BACKGROUND —**

The Data Management and Communications Committee appointed by the City Manager in mid-1996 recently completed an extended and intense review and analysis of the status of the City's Data and Information Management and Communication Management activities.

The end product of their efforts was a set of recommendations focused on where the City could effectively direct human and fiscal resources to improve infrastructure, communications, and information management efficiencies. Council reviewed the final report of the Committee on February 25, 1997 as part of the annual Operating and Capital Budget approval process.

Adopting and filling the position of Information Technology Director is an essential first step in implementing the information technology strategy envisioned and recommended by the Data Management and Communications Committee.

The compensation level, based upon a review of advertised salary levels for similar positions across the country, is considered necessary to attract the caliber of candidate who is both experienced and visionary—two ingredients necessary to assure success.

It is recommended that a search firm be utilized to recruit for this position, at an anticipated cost of \$15,000 to \$20,000. A specific contract for this expense will be presented for approval at a future date.