

ORDINANCE NO. 2017- 3837

**AN ORDINANCE AUTHORIZING THE SAFETY SERVICE DIRECTOR TO AMEND THE POSITION CLASSIFICATION PLAN AND THE EMPLOYEE COMPENSATION PLAN FOR NON-UNION EMPLOYEES TO INCLUDE THE SALARIED POSITION OF INFORMATION TECHNOLOGY MANAGER AND DECLARING AN EMERGENCY.**

**BE IT ORDAINED BY THE COUNCIL OF THE CITY OF FREMONT, STATE OF OHIO:**


**SECTION 1.** That the Safety Service Director be authorized to amend the Position Classification Plan to include the salaried position of full time Information Technology Manager. See Position Description attached as Exhibit A.

**SECTION 2.** That the Employee Compensation Plan for non-union employees be amended to place the Information Technology Manager at Pay Grade 23.

**SECTION 3.** It is hereby found and determined that all formal actions of this Council concerning and relating to the passage of this ordinance were adopted in an open meeting of this Council, and that all deliberations of this Council and any of its committees that resulted in such formal action were in meetings open to the public in compliance with all legal requirements, including Section 121.22 of the Revised Code of Ohio.

**SECTION 4.** The immediate operation of the provisions of this ordinance is necessary for the immediate preservation of the public peace, health, safety and welfare of the citizens of the City of Fremont. Said emergency being the need to create a new position in the City in a timely manner.

This ordinance, provided it receives a two-thirds yea or nay vote of all the members elected to the Fremont City Council, is hereby declared to be an emergency measure and this ordinance shall be in full force and effect from and after its passage by the Council of the City of Fremont, approval by the Mayor, and publication and posting as required by law.

  
Jamie Hafford  
President of Council

PASSED: 1-5-17

Effective date: 1-5-17

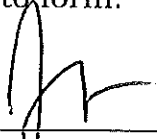
YEAS: 7 NAYS: 0

  
Stephanie L. Martin, City Council Clerk

  
Daniel R. Sanchez, Mayor

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Approved as to form:

  
James F. Melle, Director of Law  
City of Fremont, Ohio

**CITY OF FREMONT**  
An Equal Opportunity Employer

**POSITION DESCRIPTION**

<b>Class Title:</b> Information Technology Manager	<b>Position Title:</b> Information Technology Manager
<b>Class Number:</b>	<b>Employee Name:</b>
<b>Dept./Division:</b> Administration	<b>Civil Service Status:</b> Unclassified
<b>Reports To:</b> Safety-Service Director	<b>Employment Status:</b> Full-time
<b>Pay:</b> Salary	<b>FLSA Status:</b> Exempt

**QUALIFICATIONS:**

Any combination of training and work experience which indicates possession of the knowledge, skills, and abilities listed below. An example of an acceptable qualification for this position:

Bachelor degree in Engineering or computer discipline, or an equivalent combination of education, training, and three (3) years; or any equivalent combination of education, expenses, and training which provides the required knowledge, skills, and abilities.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

At least one (1) certification MCDST, MCTS, MCP, MCSE, CompTIA A+ certification or other IT certification required; MCSE highly preferred.

**EQUIPMENT OPERATED:** The following are examples only and are not intended to be all inclusive.

Network computer system, personal computers, printers, computer keyboards, computer monitors, modems, and other peripheral equipment.

**INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

For purposes of O.R.C. 4167.

The employee has exposure to chemical compounds found in an office environment (e.g., copier toner, correction fluid, etc.); occasional lifting of computers/related computer equipment up to 50 pounds.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered sedentary work.

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**POSITION DESCRIPTION**

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<b>Class Title:</b>	Information Technology Manager	<b>Position Title:</b>	Information Technology Manager
<b>Class Number:</b>		<b>Employee Name:</b>	

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**JOB DESCRIPTION AND WORKER CHARACTERISTICS:**  
JOB DUTIES in order of importance

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101.

1. Manages the City's computer operation function including equipment operation, hardware and software maintenance and enhancement, and the meeting of informational reporting requirements of all departments; maintains citywide network.
2. Recommends computer equipment purchases and upgrading; maintains all computer equipment in working order through utilization of staff or vendor service representatives; provides training for City personnel on proper use of equipment.
3. Supervises the scheduling of all jobs and uses of computer system; determines files to be maintained and implements proper procedures for retaining back-up and historical data; monitors and maintains all records relating to security of system.
4. Handle all required aspects of Systems Administration such as troubleshooting, back up, archiving, disaster recovery and security. Test, configure rebuild hardware, peripherals, services, settings, directories, storage, etc. in accordance with standards, project and operational requirements. Perform ongoing performance tuning, hardware upgrades, and resource optimization as required.
5. Install enterprise class IT hardware, service, and repair personal computers, mobile devices, and network equipment such as servers, storage, switches, related software, telephones, cables, and connectors. Manage administrative tools and utilities.
6. Responsible for day to day logging, tracking and resolving of customer reported IT problems, concerns or requests.
7. Participate in technical research and development to enable continuing innovation within the infrastructure.
8. Negotiate and administer vendor, outsourcer, and consultant contracts and service agreements.
9. Maintain routine and regular attendance.

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POSITION DESCRIPTION

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Class Title:	Information Technology Manager	Position Title:	Information Technology Manager
Class Number:		Employee Name:	

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OTHER DUTIES AND RESPONSIBILITIES:

10. Performs other related duties as assigned.

MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment).

**Knowledge of:** Department policies and procedures\*; computer operation procedures, computer programs, methods and terminology; computer system hierarchical operating systems; personal computer operation procedures, methods, and terminology; Microsoft Exchange; software packages and applications; directory and data structures; data base management; supervisory principals and practices; routers, hubs, Switches, firewalls, and bridges; domain directory; data communications; geographic information systems.

**Skill in:** Operation of mini-computer systems, systems analysis, data processing techniques and procedures, data security, virtualization, various software programs, operation of modern office equipment (printers, scanners); Data Base Management; network technologies and topologies and remote connectivity requirements; telecommunications, class routers and switches.

**Ability to:** Effectively prioritize and execute task; collect, analyze, interpret data; prepare and maintain accurate documentation; communicate effectively (written and verbal); resolve computer/MIS problems through the use of technology; develop and maintain effective working relationships with co-workers, supervisors, and other professionals; accurately and promptly accomplish job task, with minimal supervision.

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This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. My signature below signifies that I have reviewed and understand the contents of my position description.

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(Approval of Appointing Authority)

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(Date)

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(Employee Signature)

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(Date)