THE CITY OF BURLESON TEXAS
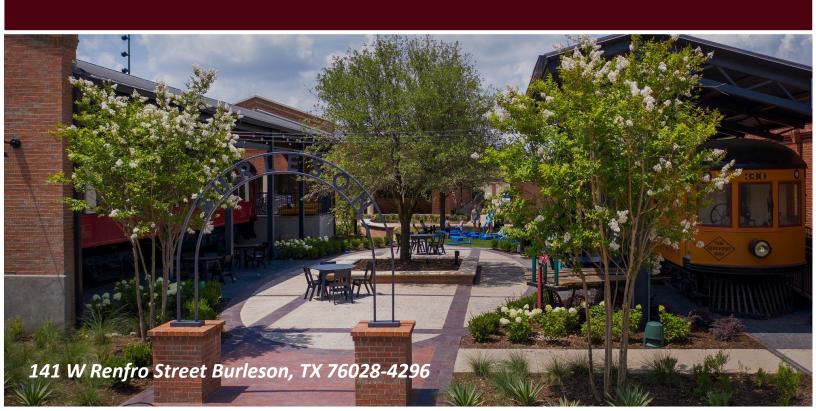
Chief Technology Officer

141 W Renfro Street Burleson, TX 76028-4296

About Burleson, TX

Located on the southern edge of the flourishing Dallas-Fort Worth metroplex, the City of Burleson has an estimated population of 48,950 residents in a land mass of 28 square miles. Burleson has been progressive in attracting businesses for economic development to diversify its tax base, as well as establishing development agreements within its extraterritorial jurisdiction to manage growth strategically outside its current borders. The City of Burleson's family-oriented environment, outstanding schools, plentiful and affordable land, and rolling hills have made it a desirable community to live, work, and play.

Burleson residents have placed a high value on nature and recreation with over twenty parks encompassing over 550 acres. The school districts serving Burleson consistently outperform state and national averages in college entrance exam scores, and its quality of life is further enhanced by a very low crime rate.

City Government

The City of Burleson operates under a council-city manager form of government. Citizens are represented on the City Council by the mayor and 6 council members, all elected at large to serve 3-year terms without limits. The Council is responsible for policy making and general oversight and appoints the City Manager to conduct daily operations through a professional staff in accordance with the law and appropriate procedures. The City Council also appoints a City Attorney, a City Secretary, and a Municipal Judge.

The City Manager leads the provision of a full slate of municipal services delivered through 12 municipal departments.

The Position

The Chief Technology Officer reports to the Deputy City Manager and is responsible for providing sound technical leadership in all aspects of city operations by communicating with internal and external customers to ensure the City's technologies are used appropriately. This position manages all the City's technology programs and information systems by planning, coordinating, implementing, managing, and monitoring all information systems, telecommunications, and radio communications services within the City.

Some upcoming projects in the Technology Department include:

- ERP Project – Tyler Munis SaaS (Contract Negotiations, Council Approval, Implementation)
- IBM X-Force – Cybersecurity Incident Response Plan – full development
- New Data Center on the horizon

Responsibilities and Duties

Job duties and responsibilities of this position include, but are not limited to, the following:

- Integrates the city business needs and requirements into IT planning and operations

- Develops short and long-range plans and programs for both hardware and software to include a proactive approach to developing a technology funding and/outsourcing strategy.
- Maintains knowledge of up-to-date technology within all areas required to operate all the city systems.

- Organizes and communicates the workflow of the Information Technology Department; makes major changes in structure, methods, procedures, and workflow to reflect staff activities

- Analyzes technical problems related to the computer, voice, telecommunications, radio communications and video systems of the City; assists City departments in evaluation and solving hardware and software problems.

- Establishes performance requirements and personal development goals and takes necessary steps to address performance deficiencies of Information Technology employees

- Prepares and administers the Information Technology portion of the annual department budget.

- Confers with department directors to determine information technology, radio, and communication needs of the city; to develop strategies for internet, intranet and e-commerce business applications; to develop, maintain, and implement a multi-year plan for citywide computer operations; to ensure compliance with standards and compatibility with the city's infrastructure; and to develop, implement, and support appropriate programs.

- Establishes standards and guidelines for the acquisition, installation, and use of computers, local area networks, application systems, communications, radio, and telecommunications systems.

- Maintains knowledge of current principles and practices, technology, regulations, and literature that apply to city information technology and communication projects and needs. Attends and participates in professional organizations and committees. Attends workshops and seminars as necessary.

- Maintains and manages service contracts for computer related applications and equipment.

- Coordinates security functions to ensure protection of data from unauthorized users

- Responsible for creating service level agreements that coordinate various data processing services, response times, and service costs; establishes broad priorities and work sequences; allocates equipment and manpower

- Maintains and creates new methods of communicating critical technology and information systems to both internal and external customers.

- Conducts negotiations with vendors on hardware and software applications to ensure the best level of service for the of service for the city at the most economical price

Knowledge and Skills

- Knowledge of capacities, characteristics, and limitations of technology related software and equipment such as mainframe, mini and microcomputers, radio, communication and telecommunication systems, databases, and networks.

- Knowledge of state-of-the-art communications, technology, operations, applications, and information systems used in municipal government.

- Knowledge of high-quality customer service methodology and principals.

- Knowledge of methods and procedures of systems analysis.

- Knowledge of project management methods and practices, including methods of preparing designs, plans, specifications, estimates, reports, and recommendations.

- Knowledge of hazards of and generally accepted safety standards involved in performance of information technology and communications related duties.

- Knowledge of computer center operations and procedures.

The Ideal Candidate

The ideal candidate will be a proactive, solutions-oriented leader with experience in strategic planning. This individual will be well-versed in current technological trends and familiar with a variety of business concepts. The ideal candidate will have the ability to formulate policies and procedures, analyze, evaluate, and recommend changes for the City's information systems.

The ideal candidate will have the ability to establish and maintain effective working relationships with the City Council, City Management Office, Department Directors, stakeholders, and community organizations. The ideal candidate will be a visionary leader who inspires the staff to achieve excellence and encourages professional development. Effective communication along with strong collaboration and team building skills will be necessary for this individual to be successful; advanced written and oral communication skills are imperative.

This individual must be able to adhere to the highest ethical and moral standards and be able to display transparency.

Education and Experience

Qualified applicants will have a Bachelor's degree from an accredited college or university with major coursework in Computer Science, Programming, Business Administration, or a closely related field, in addition to ten (10) years of increasing responsible experience in all phases of systems analysis, programming, computer operations, communications, telecommunications, and networking in LAN/WAN environment, at least six years of experience must include supervision and project management responsibilities for a major system implementations. Previous experience as a CTO is desired; municipal experience is highly preferred. A Master's degree is preferred; a combination of education, experience and credentials will be considered.

Background Check

Candidates must be able to pass CJIS background check.

Salary

The City of Burleson is offering a competitive salary commensurate with experience and a comprehensive benefits package. Relocation assistance will also be available for the successful out-of-area candidate.

How to Apply

Interested applicants should forward a cover letter and resume to:

resumes@affionpublic.com
Reference: BTXCTO

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