INFORMATION SYSTEMS MANAGER

Class specifications are intended to present a descriptive list of the range of duties performed by employees in this class. Specifications are not intended to reflect all duties performed with a job.

DEFINITION

Under general supervision, manage the design, implementation, and management of information technology systems, including computers, the internet, and telecommunication devices; coordinate the evaluation, acquisition, installation, and use of appropriate hardware and software to meet the information processing and telecommunication needs of City departments, the Fire District, and other entities as required.

DISTINGUISHED CHARACTERISTICS

This single position class has primary responsibility for the city-wide computer system and reports to the Finance Director. The incumbent may supervise full or part-time technical staff or student interns.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Manage the design, implementation, and management of information technology systems.
- Gather and analyze data regarding the information systems needs and develop or modify automated systems to fulfill those needs.
- Maintain the local and wide area computer network and provide network engineering and administration.
- Develop and implement design projects, including developing hardware and software specifications and cost requirements.
- Coordinate the automation and upgrading of information systems, including the use of network technology and shared databases.
- Purchase, install, and test new, approved hardware and software components and plan and design test data to validate new or modified applications.
- Write information systems program documentation, procedures, instructions, and policies.
- Instruct staff in the use of hardware and software and conduct training programs as required.
- Maintain current knowledge of hardware, software, and network technology and recommend updates as appropriate.
- Coordinate City and Fire District information and office systems applications with those of other agencies, including law enforcement and geographic systems functions.
- Maintain an inventory of City-owned computer and office equipment, including a replacement and upgrade schedule.
- Supervise lower level staff.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

Knowledge of:

- Personal computers and commonly used office software.
- Methods and techniques of systems and procedures analysis and applications design.
- Various hardware, software, and network applications.
- Methods and techniques of computer hardware and software installation and design and operation of local and wide area network communication.
- Methods and techniques of computer programming.
- Modern office equipment procedures and methods, including, but not limited to telephones, office copy, printers and facsimile machines.
- Pertinent Federal and State, and local laws, codes, and regulations.
- Supervisory practices and principles.

Ability to:

- Analyze information system needs and problems and develop new or modified applications.
- Install and maintain highly reliable and efficient networks, hardware, and computer software applications.
- Explain technical operations computer hardware and software problems to non-technical users.
- Troubleshoot and define hardware problems.
- Interpret and explain City policies and procedures.
- Prepare clear and concise reports.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:
A baccalaureate degree from an accredited college or university with major course work in computer science, information systems, business administration, or closely related field.

Experience:
Four years of full-time, increasingly responsible information systems analysis, design, installation, management, and maintenance experience.

License Requirement:
Some positions may require possession of a valid California Class C Driver License at the time of appointment. Individuals who do not meet this requirement due to physical disability will be reviewed on a case-by-case basis.

Physical Requirements:
Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting for long period of time; occasional bending or squatting. (2) Lifting: Frequently

up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Other Requirements:
Some positions may require evening or weekend work.

Classification	**Adopted**	**Revised**	**Retitled**	**Class Code**	**FLSA Designation**	**Rep Unit**
Information Systems Officer	12/2002			2302	Exempt	2

APPROVED: _____ Date: _____
Human Resources Director