



City of Newark, California

Class Code: 060
WP Code: ISMGR
Established: 06/01
Revised: _____
EEO Code: PROFESSIONAL

CLASS SPECIFICATION

INFORMATION SYSTEMS MANAGER

POSITION DESCRIPTION

Nature of Work: Under general direction, supervises the activities of the Information Services Division and performs advanced professional administrative work in the area of information systems and telecommunications; performs special projects; recommends municipal policies and procedures with an emphasis on information systems and telecommunications needs; conducts complex and comprehensive analysis of a wide range of programs and services, and performs related work as assigned.

Class Characteristics: This class has division head status and performs a variety of professional, administrative and managerial duties in managing the Information Systems Division. The employee in this class confers with other management personnel and employees on a variety of information systems and telecommunication issues. Following general guidelines and applying professional and/or administrative standards, incumbents coordinate and administer departmental operations such as Local and Metropolitan Area Networks (LAN/MAN) and client/server systems; develop, administer and monitor budgets; and conduct analyses on programs, projects and operations. As the City's information systems specialist, the employee is expected to continually evaluate the City's information systems and telecommunication programs and is responsible for recommending and implementing technologies, systems and/or services that are appropriate to the City's needs and resources.

Essential Duties: Plans, organizes, supervises and performs professional and managerial duties relating to information systems and telecommunications. Coordinates and administers assigned information systems and telecommunications operations to achieve goals within available resources; plans and organizes workloads and staff assignments; selects, trains, motivates, and evaluates assigned staff; prepares preliminary information systems and telecommunications project plans and implementation schedules; assists in the development of short and long range information systems plans; gathers, interprets, and prepares data for studies, reports and recommendations; prepares a variety of studies, reports and related

INFORMATION SYSTEMS MANAGER

information for decision-making purposes such as organizational change, communications, information flow, and integrated information systems needs; makes presentations to supervisors, managers, City Council, civic groups and the general public; consults with departments to determine information systems requirements and priorities for computer and office technology projects, and other systems needs; serves as computer network and client/server administrator; confers with departments involved with proposed projects to ensure cooperation and further define nature of projects; reviews reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes; conducts training programs.

QUALIFICATIONS

Knowledge of:

- Principles and practices of modern public administration.
- Principles and practices of information systems management.
- Principles and practices of supervision.
- Technical and analytical report writing.
- Modern automated records management techniques.
- Modern computer systems theory, principles, and practices.
- Network Hardware: routers, switches, hubs, bridges, etc.
- Network security.
- Desktop and network software applications.
- Network operating systems
- Local area networks (LAN) and Metropolitan area networks (MAN).
- Applicable Federal, State and local laws, rules, and regulations pertaining to local government operations.
- Thorough knowledge of applications, functions and programs for personal computers.
- Telecommunication practices and services.

Ability or Skill to:

- Plan, organize and administer programs and or projects; conduct organizational, operational, and statistical analyses.
- Prepare and analyze a variety of complex reports, studies and related information for decision making purposes.
- Maintain efficient and effective information and telecommunications systems.
- Install and troubleshoot information systems.
- Establish and maintain effective working relationships with employees, city officials, contractors and the general public.
- Communicate effectively both orally and in writing in order to present written and oral reports.
- Supervise, train, and evaluate assigned personnel.
- Develop goals and objectives for assigned area.
- Coordinate, direct or provide for training programs.

INFORMATION SYSTEMS MANAGER

Experience and Training: Any combination of experience and training equivalent to graduation from an accredited four-year college or university with a degree in a related field, and four years of progressively responsible experience in management information systems and telecommunications systems.

Special Requirement: Possession of a valid California Class C Driver's License and a satisfactory driving record.

Probationary Period: 12 Months

FLSA: Exempt