

CITY OF SALINAS

INFORMATION SYSTEMS MANAGER

BARGAINING UNIT/CLASS CODE:

AMPS / H01

DEFINITION

To plan, supervise, manage, and direct the provision of data processing services and reprographic services to the various City departments and to provide highly technical and responsible staff assistance in the areas of information and data processing systems, offset printing, management, and organization.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Finance Director. Exercises direct and indirect supervision of professional, technical and clerical data processing systems, reprographic operations staff.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Develop and implement goals, objectives, policies and priorities. Plan, schedule and control the work of the data processing division, print shop operations and word processing center. Establish overall automation priorities; coordinate systems and programming studies and procedural developments. Respond to requests for information and advise City department of City data processing policies. Review and recommend standards and improvements to data processing operations procedures; implement new procedures. Administer contracts with outside data processing consultants. Evaluate the City's long-range data processing and reprographic needs; project equipment needs and make recommendations; prepare equipment specification bids; evaluate bids received and write staff reports to City Manager and City Council. Provide staff assistance to all departments; analyze and recommend changes in administrative and office procedures; perform statistical analyses. Meet with users to analyze their computer needs; identify information systems problems; determine new systems requirements or changes necessary to update existing systems. Design systems and supporting material; coordinate overall system development. Develop and implement standards and procedures for all areas of information systems. Select, supervise, train, and evaluate assigned personnel. Prepare and administer the division budget. Promote and maintain safety in the work place. Run print shop equipment as needed. Perform related duties as assigned.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines and related equipment; vision sufficient to read printed materials, visual display terminals, detailed fine writing on software specifications, and distinguish colors for hardware and software performance evaluation purposes; hearing sufficient to conduct in person and telephone conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop and reach overhead as needed; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs., infrequent need to lift up to 40 pounds of computer hardware; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal. Occasionally include out-of office work at near-by worksites, driving to job sites and meetings, and out-of-town training.

**CITY OF SALINAS
INFORMATION SYSTEMS MANAGER (continued)**

DESIRABLE QUALIFICATIONS

Knowledge of:

Principles and techniques of systems development, program planning, and computer programming and processing, including machine scheduling, forms design and control requirements. Operation and basic maintenance of offset, high-speed copier, bindery equipment, and other related equipment. Methods of analyzing cost vs. benefit of various administrative and work system alternatives, including cost determination and analysis, and productivity measurement. Computerized data processing systems, multi-user word processing equipment, including machine capabilities and applications potential. Alternative work process and administrative systems, including both manual and computerized systems. Principles and techniques for work planning, scheduling, measurement and reporting. Principal programming languages, job control language, software packages, and operating system utilities currently used in City's computer system. Weights and uses of paper, inks, solvents and various products used with offset and rapid copy machines. Principles and practices of organization, budget, and personnel management.

Ability to:

Plan, assign, supervise, and review systems analysis, design, programming activities and computer and print shop operations. Analyze complex administrative and data systems, identify problems, and develop logical conclusions and effective solutions. Coordinate, direct, and supervise systems analysis, design, and programming and printing. Prepare work plans and time estimates for projects and proposed systems. Evaluate alternative administrative and data processing systems and print equipment needs including preparation of time and cost estimates. Conduct cost vs. benefit analyses. Develop and recommend cost effective technical system improvements. Read, interpret, and apply complex technical publications, manuals, and other document. Establish and maintain effective working relationships with staff of user departments and personnel of Information Systems. Provide concise, logical written and oral reports and correspondence regarding systems maintenance and development activities involving complex technical and administrative problems and proposed solutions. Communicate effectively in both technical and non-technical terms. Document procedures and provide training for data processing staff and users on implementation and operation requirements of the systems.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities, required to perform the duties would be any combination equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science and five years of progressively responsible experience in the development and analysis of electronic data processing applications for administrative and fiscal systems and procedures including supervisory experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 6-04