

## **CITY OF SALINAS**

### **INTEGRATION AND APPLICATIONS ADMINISTRATOR**

#### **BARGAINING UNIT/CLASS CODE:**

**AMPS / H02**

#### **DEFINITION**

Under the administrative direction of the Information Systems Manager, performs highly responsible administrative and technical work in the development and operation of municipal data processing and computerized applications; includes the supervision of single and multi-user systems operations, application development, application support, work process design, and the other activities of the Integration and Applications division.

#### **DISTINGUISHING CHARACTERISTICS**

This class is directly or indirectly responsible for City system operations and user applications on all multi-user platforms and is also responsible for application development and support on single user platforms, using a variety of operating systems and programming languages. This position may also be acting Information Systems Manager. This single position class is distinguished from the lower level divisional positions by the higher degree of software analysis, operations and design expertise and specialized knowledge. This position has responsibility for the day-to-day supervision, evaluation and direction to the lower level classifications.

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

Review calls for service and requests for system enhancements and changes; oversees progress of staff, adjusts priorities and resources. Provide technical leadership, guidance, and assistance to programmer/analysts and Section staff. Provide routine and day-to-day supervision of programmer/analysts, including setting of priorities, assignment of service requests, and special projects. Investigate, analyze, integrate, design, develop, code, debug, document, improve, test and maintain complex applications software. Confer with staff regarding small to medium-scale projects and reviews feasibility and scope. Develop computer projects implementation plans, establishes financial and equipment resources, prepares project documentation, consults with staff and monitors progress. Work closely with Information Systems Manager in creation and implementation of large-scale projects. Produce professional reports and other forms of communication for management. Review division performance for timely service to client departments; resolves service complaints. Supervise the development and maintenance of routine software for the City's installed base of personal computers.

#### **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

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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.

**QUALIFICATIONS**

**Knowledge of:**

The principles, practices, and techniques of information systems analysis, design, and management, including: systems analysis structured techniques, relational database management systems; structured programming, data communications fundamentals, and end-user and technical interfacing and communications. The primary operating system(s) on the City's computers. Theory and techniques of system analysis and design, integration, testing, implementation, and monitoring and evaluation of system performance. Project management tools and software life cycle methodologies. High-level programming languages used by the City. The global software application design and operations similar to those used by the City (e.g., municipal financials, and office automation software.). In addition, depending on the needs of the City, knowledge of one or more of the following areas may require thorough knowledge of networking, advanced systems software, client-server/minicomputer computing and operations, data management, data analysis and modeling, information resource management, strategic planning, software tools and utilities, help desk operations, telecommunications, and specialized City application areas (e.g. geographic information systems, desktop publishing, the Internet, etc.)

**Ability to:**

Provide technical assistance and administrative direction to assigned subordinates. Integrate City minicomputer languages, operating systems, and devices with workstation operating systems, personal computer applications, and LANS and WANS as required. Direct and review the work of others. Perform systems analysis and workflow design, analysis, and bench marking. Perform project management including scheduling, developing critical paths, tracking, contingency planning, resource allocation, and team leadership. Train technical staff and end-users. Write clear, concise, and well-organized documentation, reports, and other material. Establish an effective and sound working relation staff and others.

**Licenses and certifications:**

Possession of a valid California Driver's License. As periodically determined by the City to establish and/or maintain the minimal level of skills, knowledge, and abilities required by this position and to meet the needs of the City.

**Education and Experience**

Any combination of training, education, and experience equivalent to a four-year degree from an accredited college or university with a major in information systems, data processing, computer science, or a closely related computing systems concentration; AND a minimum of three (3) years of progressively responsible experience in systems analysis, software development, and/or data processing operations. Experience must include at least one year of systems analysis and software development, and one year of systems development team supervision. Relevant experiences may be substituted for education on a year for year basis.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_