

## **MANAGEMENT INFORMATION SYSTEMS MANAGER**

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### **DEFINITION**

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Under general direction, manages the City's computer and communication services; performs related duties as required.

### **REPRESENTATIVE DUTIES**

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*The duties listed below are examples of the work typically performed by the employee of this class. Not all assigned duties may be listed. Marginal duties are those which are non-essential job function for this class.*

1. Plans, organizes, and directs the development and enhancement of computer services for the City; consults with departments to determine system needs; plans computer facility requirements; develops cost estimates to hardware and software.
2. Acts as liaison between vendors and the City; negotiates and administers contracts for computer and communication systems; reviews bids and proposals; develops and administers information and communication systems budget.
3. Installs or manages the installation of new hardware, software, networks, and communication systems; configures hardware and software for City needs.
4. Instructs computer system users in the use of equipment and applications; answers questions regarding the methods and procedures for utilizing computer applications.
5. Acts as network administrator; administers e-mail access, sets up directories; monitors performance of servers; backs up system.
6. Provides software support for various City systems; contacts vendor for additional support and modifications as needed; creates application tools users using commercial software.
7. Represents and supports the policies and procedures established by the City Council, City Manager and Department Heads.

## **EMPLOYMENT STANDARDS**

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### **Education and/or Experience**

Graduation from an accredited college with a Bachelor's degree in computer science or related fields and five years of experience in information systems administration that included system analysis within a mini/micro computer environment or any combination of training and experience that provides the desired knowledge and abilities.

### **Knowledge of:**

Current technology used for automated information storage; processing and retrieval; project management techniques; network administration; UNIX, MS-DOS, Windows, geographic information systems; general principles of computer systems analysis; financial recordkeeping and records management; principles of database design; common microcomputer software applications; budget preparation; principles of supervision and training.

### **Skill in:**

Short and long range planning; report presentation; contract negotiation and administration; and research methods.

### **Ability to:**

Assess computer system user needs; estimates project cost and resource needs; operate City's mini and micro computer hardware; direct, evaluate and supervise the work of assigned personnel; write reports, memoranda, and technical instructions; communicate on technical issues with individuals with varying degrees of computer familiarity; collect and analyze data; establish and maintain working relationships with others.

### **Special Requirements**

Possession of, or ability to obtain a valid California Drivers' License.

### **Physical Demands**

Dexterity and coordination to handle files and single pieces of paper; occasional lifting of objects weighing up to 25 lbs., such as, files, stacks of paper reference and other materials. Moving from place to place within an office; some reaching for items above and below desk level. Strength, dexterity, coordination and vision to use a keyboard and computer.

## **WORKING CONDITIONS**

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Environment is generally clean with limited exposure to conditions such as dust, fumes, odors, or noise. Computer used on a daily basis. Independent travel throughout the area is required.

Date Adopted: August 6, 1996