



## **QUALIFICATIONS:**

To perform a job in this classification, an individual must be able to perform the essential duties as generally described in the specification. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties in a specific job. The requirements listed below are representative of the knowledge, skill and/or ability required.

### **Knowledge of:**

- Principles of organization, administration, budget and personnel management.
- Operation and applications of information processing equipment, methods, principles and practices as related to municipal operations and management information systems
- Principles of computer and telecommunications systems, procedures, analysis and design.
- Applicable Federal, State and local laws relating to all aspects of information systems.
- Methods and techniques of research, statistical analysis and report presentation.

### **Ability to:**

- Plan, organize and direct a citywide program of all aspects of information systems activities.
- Provide administrative and professional leadership for the department.
- Develop and administer annual and long-range programs and budgets.
- Supervise, train and evaluate staff.
- Establish and maintain cooperative relationships with those contacted in the course of the work.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Properly interpret and make decisions in accordance with laws, regulations and policies.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, orally and in writing.
- Work well under pressure to meet deadlines.

## **EXPERIENCE AND EDUCATION:**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Equivalent to a bachelor's degree from an accredited college or university with major course work in computer science, systems analysis, business administration or a closely related field, and five years of progressively responsible experience involving the management of all aspects of information systems including information processing and telecommunications, and three years of supervising staff.

A master's degree in public or business administration is desirable.

## **PHYSICAL/MENTAL DEMANDS AND ENVIRONMENTAL SETTING:**

While performing the duties of this class, an employee is regularly required to sit; talk or hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. An employee is frequently required to walk and stand. Specific vision abilities required by this job include close vision and the ability to adjust focus to read and operate office equipment as necessary during the course of the work assignments.

While performing the duties, employees of this class are regularly required to use written and oral communication skills; read and interpret financial and statistical data, information and documents; analyze and solve problems; use math and apply mathematical reasoning and abstract statistical concepts; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work under intensive deadlines; and interact with staff, Council members and others encountered in the course of work.

The employee works under typical office conditions and the noise level is usually quiet. Employees may be required to travel to work sites or other sites for meetings.

This is an at-will management classification.

DATE APPROVED: Apr. 24, 2001