



Participate in the selection of subordinates; plan and implement employee training; evaluate employee performance; initiate disciplinary action.

Maintain professional currency in information systems technologies.

Perform other related duties as assigned.

### **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 and practices of organization, administration, budgeting and personnel management.
- Principles, practices and techniques of Information Systems management and general administration.
- Systems and programming, including knowledge of data base systems and languages compatible with the city's computer systems.
- Operation and applications of information processing equipment, methods, principles, and practices as related to municipal operations and management information systems.
- Research methods and techniques and methods of report presentation.

#### **Ability to:**

- Plan, organize and manage information systems programs and activities.
- Make decisions concerning equipment needs, scope of assignments, and allocation of resources.
- Prepare and present reports.
- Communicate effectively, orally and in writing.
- 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.
- 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 information systems or a closely related field, and five years of progressively responsible experience in computer system operation, programming and systems analysis, including supervisory experience.

**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. Ability to lift and move microcomputer and related equipment occasionally to install, troubleshoot or perform minor maintenance as necessary.

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. Employee may be required to travel to city work sites or other sites for meetings. Employees frequently travel to locations in the city where computers are located.

This is an at-will management classification.

DATE APPROVED: Apr. 24, 2001