



Job Code: 0055
FLSA: E
Unit: MGMT
Revised: 8/1/89

INFORMATION SERVICES MANAGER

DEFINITION

The Information Services Manager is a management position; duties and responsibilities are carried out under general direction from the Assistant City Manager. The Information Services Manager plans and organizes the computer systems application and processes; design, implement and operate the City's data processing system; maintain and assist in solving problems of the computer equipment, software and applications; train technical and non-technical staff; provide supervision to subordinate division staff currently to include two systems operator/coordinators; and assure that the computerization needs of all City departments work as required.

SUPERVISION RECEIVED/EXERCISED

Receives immediate supervision from the Assistant City Manager. Exercises immediate supervisory responsibilities of Information Services division employees.

TYPICAL DUTIES

1. Under general direction, plans, coordinates and supervises the personal and mini-computer systems research, purchasing, programming, operations and training functions.
2. Works closely with City personnel and equipment vendors to develop mini and personal computer procedures and to identify software and hardware products which meet City needs.
3. Supervises Information Services staff.
4. Instructs and provides technical expertise to users regarding data processing programs and their uses; reviews data processing reports with staff for informational and clarification purposes. Provides information to City department heads, elected and appointed officials regarding computer planning and operation.
5. Assists in developing division budget. Monitors expenditures to assure budgetary control.
6. Coordinates the use of computer system resources with City departments; meets with users to determine computer needs; prepares project schedules.

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MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles and practices of computer programming.
2. System analysis and design techniques.
3. Current information systems application as applies to municipal government environment.
4. Data base systems and functions.
5. Programming and user languages.

Skill to:

1. Effectively communicate, both verbally and in writing.
2. Prepare written documentation and operational information regarding computer applications, abilities and procedures.
3. Establish priorities, set and meet long and short term goals.
4. Analyze and resolve hardware and software problems.
5. Plan, organize and participate in automated systems analysis and design.
6. Supervise subordinates.

Experience:

A minimum of four years progressively more responsible experience in systems analysis and design. Responsible experience with HP mini computer systems and personal computers required. Experience with financial software, land management and geographic mapping systems desirable.

Education:

Equivalent to Associated Arts degree from an accredited college/university in computer science, management information systems or closely related field. A four year college degree in computer science may substitute for up to two years of the required experience.

License: Valid California driver's license and good driving record.

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