

**MAJOR FUNCTION**

This is highly responsible professional, technical, and administrative work providing technical, procedural, and project management services to City business units. An employee in this class has responsibility for providing consulting services to City staff, developing budgets, project plans, and resource schedules to implement business information systems. Considerable latitude, independent judgment, and initiative are exercised in this class. Administrative direction is received from the Chief Information Systems Officer, who indicates results desired and reviews the work to determine conformity of results with achievement of the desired objectives.

**ESSENTIAL AND OTHER IMPORTANT JOB DUTIES****Essential Duties**

Plans, organizes, directs, trains, and supervises the work of staff to support business unit strategic plans. Develops, acquires, implements, and justifies the acquisition of information technology to support business functions. Recommends computer applications, which will improve operations and/or provides information in a form, which expands the effective abilities of the business. Organizes and directs training assistance programs which enable staff to be more self reliant and efficient in their work. Develops information systems, policies and procedures. Acquires and implements effective computer strategies for improving service, reducing cost, and achieving return on technological investments. Prepares budget for unit to emphasize increased service levels to customers and participates in administration of same. Conducts performance evaluations and recommends approval or denial of merit increases. Recommends the hiring, transfer, promotion, discipline grievance resolution or discharge of employees. Develops and reviews memoranda, letters, reports and other documents. Prepares and administers the annual budget for the division. Performs related work as required.

**Other Important Duties**

Represents the Chief Information Systems Officer on committees and in meetings as requested. Completes special projects as assigned. Performs related work as required.

**DESIRABLE QUALIFICATIONS****Knowledge, Abilities and Skills**

Thorough knowledge of the principles, methods, and practices of management. Thorough knowledge of end-user computing, computer software architecture, and data communications. Thorough knowledge of microcomputer software and hardware technology. Thorough knowledge of effective office automation techniques for effective utilization of peripheral equipment. Considerable knowledge of the principles of supervision, training and performance evaluation. Ability to organize and develop end-user training programs. Ability to plan, schedule, and review the work of subordinates in a manner conducive to full performance and high morale. Ability to organize material and analyze a wide variety of facts and to develop appropriate recommendations. Ability to express oneself clearly and concisely both orally and in writing. Ability to develop written explanations of computer systems use. Ability to establish and maintain effective working relationships as necessitated by the work. Possesses management style and values which are consistent with the City's mission and values. Demonstrates interpersonal facilitation and communication skills.

**Minimum Training and Experience**

Graduation from a four year college or university with a degree in data processing, computer science, management information system, business or public administration or a related field and five years of professional experience that includes computer systems analysis, or technical support, or database analysis; or an equivalent combination of training and experience. One year of the required experience must have been in a supervisory capacity.

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04-13-04\*  
10-30-04