CITY OF FONTANA
INFORMATION SYSTEMS DIVISION MANAGER

DEFINITION: Under general direction from the Information Technology Director, plans, organizes, manages, directs and coordinates the activities of Information Systems Division of the Information Technology Department; coordinates requests with other divisions and departments; provides highly complex staff assistance to the Information Technology Director.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Develop and recommend goals and objectives; assist in the development of and implement policies and procedures;
- Participate in the development of the Information Technology work plan; assign activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures;
- Develop and enforce standards for application software development including system design and development, testing, documentation, and deployment;
- Coordinate the implementation of application software purchased from vendors for various department functions;
- Review and evaluate department requests for new application software or added functionality to existing software; coordinate all testing of software before acceptance and implementation; coordinate the installation of hardware; determine necessary preventive and corrective equipment maintenance.
- Supervise the database administration, web development and GIS coordination and manage the interoperability of all systems throughout the City;
- Develop, monitor, and maintain development, upgrade, and maintenance projects for all City Enterprise and Department applications including task scheduling and resource assignment and periodic status reporting to management;
- Plan, direct, and participate in the training of staff throughout the City in the use of application software; assist users in solving problems related to their applications; suggest alternative methods of operations and/or processes;
- Prepare the Information Systems Division's budget; coordinate the division budget with the department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget;
- Work effectively and cooperatively with the Network Operations division staff and management;
- Provide staff assistance to all departments; meet with directors regarding ongoing or planned projects; analyze department requirements for Information Technology;
- Coordinate division activities with those of other departments and outside agencies and organizations; prepare and present staff and technical reports; conduct feasibility studies; evaluate the City's long-range Information Technology needs;

- Analyze, interpret and report research findings;
- Supervise subordinate staff and coordinate consultants;
- Contract administration for both product vendors (implementation and maintenance) and consultants;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of employment;
- Conduct systems analysis and design for new projects or systems revisions.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping and the ability to push, pull, drag and/or lift up to 25 pounds in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing telephone assistance.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Computerized information systems, including hardware capabilities and software applications potential.
- Alternative work processes and administrative systems, including both manual and computerized systems.
- Advanced principles and practices of information services equipment and peripherals.
- Information management program development.
- Project management
- Workflow analysis and business process reengineering
- Programming languages and available software packages.
- Budgeting procedures and techniques.
- Research techniques, methods and procedures.

EXPERIENCE: Five (5) years of increasingly responsible experience in systems analysis, design, and development; computer programming and operations including two years of administrative and supervisory experience.

EDUCATION: Requires possession of a Bachelor’s degree in Computer Science or a closely related field from an accredited college or university.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid CA Class "C“ Driver's License.