

CITY OF COLLEGE PARK, MARYLAND

CLASS SPECIFICATION

CLASS TITLE: INFORMATION SYSTEMS MANAGER

FLSA Status: Exempt

GENERAL CLASS DESCRIPTION: Positions in this classification plan, implement, operate and maintain all information systems and projects within the City. Manages and maintains all computer, telephone and other automated information systems for all departments within the City. Incumbent provides technical assistance and training to all departments. Work involves evaluation of current and future needs and systems, working with consultants and vendors as necessary. Incumbent has responsibility for installation of hardware, operating systems and application software. Directly supervises, assigning work and projects to Computer Technicians and Programmers. Work is performed under the general direction of the Finance Director.

ESSENTIAL JOB FUNCTIONS:

The following duties are typical for this classification. Not all the listed duties may be required and other duties may be required or assigned.

- Installs and maintains hardware, application software, and operating systems, including LANS, WANS and web site. Recognizes, analyzes and corrects system related problems
- Provides training and technical support in the development and daily operations of information systems.
- Develops budget recommendations for Information Systems program and maintains budget analysis. Evaluates and recommends purchase of computer and information systems.
- Determines feasibility of automating various work processes throughout the City.
- .Directly supervises the work of Computer Technicians and Programmers. Provides technical direction and training, reviews and evaluates work of subordinates
- Makes presentations to Mayor and Council on information systems related issues.
- Maintains all database systems and software applications.
- Analyze existing hardware and software needs, preparing reports on same.

KNOWLEDGES, SKILLS AND ABILITIES REQUIRED TO PERFORM ESSENTIAL FUNCTIONS:

Technical Knowledge:

- Considerable operational knowledge of IBM AS400/SYS36 and personal computers.
- Familiarity with or ability to learn software utilized by the City.
- Considerable knowledge of systems analysis and the principles and practices of data processing systems.

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- General knowledge of LAN and WAN.
- General knowledge of the principles and practices of supervision

Physical Requirements:

- Ability to operate all information systems equipment.
- Ability to lift, carry and install all portable information systems equipment.

Language Ability and Interpersonal Communications:

- Ability to read, interpret and apply information systems documentation and manuals.
- Ability to prepare and present reports, materials and analyses of information systems information both orally and in writing.
- Ability to effectively work and communicate with coworkers, City officials, Council members, vendors and consultants.
- Ability to effectively plan, supervise and evaluate the work of subordinates.

Environmental Adaptability:

- Work is performed in an office environment.

ACCEPTABLE TRAINING AND EXPERIENCE:

Bachelor's degree in computer science, information systems management or related field plus 3 - 5 years experience or Associates degree in the same fields with 6 plus years of experience at least two of which have been in a supervisory position; or any equivalent combination of training and experience which provides the required knowledges, skills and abilities.

College Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

