

**INFORMATION SYSTEMS MANAGER
JOB DESCRIPTION**



JOB TITLE: Information Systems Manager	CLASSIFICATION: Professional	IMMEDIATE SUPERVISOR: Finance Director
PAY GRADE: 142	DEPT: Finance	STATUS: <u>FT</u> <u>PT</u> <u>EXEMPT</u> <u>NON-EXEMPT</u> <u>BARG UNIT</u> <u>NON-BARG UNIT</u>

JOB SUMMARY: Responsible management position accountable for managing the information and data integrity of the Village. Performs professional, technical and administrative work in organizing, planning and managing all procedures, programs and services of the Information Systems division.

SUPERVISION EXERCISED: Network Support Specialist, Software Support Analyst, and Information Systems Analyst.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Develops short and long-range plans for the operation, growth and improvement of division programs and services.
- Prepares and administers the division’s annual operating and capital budgets; monitors expenditures, prepares requisitions and purchase orders as necessary.
- Supervises, directs, evaluates and provides for the training and development of assigned staff.
- Reviews the work of subordinates for completeness and accuracy; evaluates and makes recommendations as appropriate; offers advice and assistance as needed.
- Manages the day-to day operations of the IS division and the employees responsible for the system; Monitors the computer room environment and coordinates preventive maintenance, emergency repairs and software updates with vendors.
- Ensures the maintenance of data integrity, ensures systems and data devices are on line at all times according to established procedures and guidelines.
- Evaluates computer hardware and software and provides assistance in the selection of personal computer applications for various departments upon request.
- Coordinates procurement of technology systems and components; recommends the selection of vendors and/or consultants; negotiates contract terms; prepares requests for proposals; manages contracts and consultants.
- Oversees the installation and maintenance of all Village telecommunications.
- Trouble shoots all computer problems; works with personnel to resolve any problems.
- Interacts and communicates with the Finance Director, Village Manager, other Village Department Heads and employees, subordinates, consultants, vendors and the general public.

OTHER DUTIES:

- Performs other related duties as required.

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Bachelor's Degree in Information Systems, Information Technology, Computer Programming, Computer Science or closely related field.
- Six (6) years previous experience and/or training that includes progressively responsible information services management, systems design/architecture, network operating systems, programming software applications/support, hardware/software troubleshooting, and telecommunications.
- Three (3) years previous experience and/or training that includes progressively responsible budget administration, project management, personnel management and supervision; or
- Any equivalent combination of education training and experience that provides the requisite knowledge, skills and abilities for this job.

Knowledge, Skills and Abilities:

- Ability to analyze, organize and direct divisional programs.
- Ability to provide leadership and to establish and maintain effective working relationships with subordinates, other departments, agencies and the public.
- Ability to communicate and express facts and ideas clearly and concisely, both orally and in writing.
- Maintains a working knowledge of computer programs utilized by various Village departments, including data bases, document imaging and GIS operations.
- Maintains a working knowledge of a variety of operating systems and software programs associated with work activities.
- Knowledge of client/server network protocols and intranet/internet applications.
- Ability to maintain existing software programs and computer systems.
- Ability to troubleshoot hardware and software programs.
- Ability to meet project deadlines.

SPECIAL REQUIREMENTS:

- Valid Florida State driver's license or ability to obtain one by the date of hire; No more than two (2) moving violations within the last 12 month period; No more than six (6) violation points on your license within the last 24 months.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, talk, hear, use hands and fingers, handle, feel or operate objects, tools, or controls, and reach with hands and arms. The employee is occasionally required to walk, stoop, kneel,

crouch, or crawl, talk and hear. The employee must regularly lift and/or move up to 10-30 pounds, and occasionally lift and/or move up to 30-60 pounds of dead weight with knees extended and bending from the waist down. Specific vision abilities required by this job include close vision, distant vision, color vision, peripheral vision, depth perception, and ability to adjust focus. In addition, the employee must be able to rotate the neck frequently, extend hands/arms overhead frequently, and turn fully from a fixed stance.

TOOLS & EQUIPMENT USED:

Computers, scanners, copiers, monitors, printers, terminals, cables, software and other associated equipment.

ENVIRONMENTAL CONDITIONS:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee rarely works in outside weather conditions, and is occasionally exposed to wet and/or humid conditions, toxic or caustic chemicals, such as cleaning chemicals. The noise level in the work environment is generally quiet when in the office, but may be moderately noisy on busy days.

SELECTION GUIDELINES:

Formal application, evaluation of education, training and experience; oral interview and background, criminal and reference check; job related tests may be required. The Village of Royal Palm Beach is a Drug Free Workplace and an Equal Opportunity Employer.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee, and is subject to change by the employer as the needs of the employer and requirements of the job change.

JOB HISTORY:

Created: 07-12-04

Revised: 10-29-08

Revised: 04-03-17