



## CITY OF BANNING, CALIFORNIA

### Information Technology Manager

Job Code: 1405

FLSA       Exempt       Non-Exempt

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**JOB DEFINITION:** Under general direction, assumes responsibility for and oversight of all information technology for the City, including development and implementation of strategic and operational plans and budget management, to provide information technology infrastructure to support the City's business goals.

**ESSENTIAL FUNCTIONS:** *The following duties ARE NOT intended to serve as a comprehensive list of all duties performed by all employees in this classification. Shown are duties intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

**REPRESENTATIVE DUTIES:** Present technology vision and strategies to agency/department management. Develop and implement work plans to accomplish work group objectives; assign work and monitor performance of subordinates. Oversee and provide consultation in the development of technological solutions to achieve business goals in a variety of operational areas. Create and foster partnerships with others to deliver and improve services as well as participate in forums of common interest to IT professionals. Establish policies and procedures as well as establish acceptable practices. Manage a portfolio of projects to be accomplished in the short and long-term. Ensure customer satisfaction and work group productivity as well as constructive operational environment and positive organizational behavior. Determine and work toward meeting work group resource needs. Prepare, negotiate and present budget and other funding proposals; monitor expenditures; and operate within budget allocation. Negotiate, prepare, review and/or enforce contracts/service level agreements. Measure work productivity and customer satisfaction.

Performs other duties as assigned or required.

### KNOWLEDGE and SKILLS:

- Knowledge of both current technology and industry direction.
- Knowledge of applicable city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Knowledge of the City's and the Department's policies and procedures.
- Knowledge of bookkeeping and/or accounting.
- Knowledge of the principles of file and records management.
- Knowledge of trends and practices in information technology and networking.
- Skill in applying technology issues to the business needs of the organization
- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, regulations, administrative orders, case law and other governing rules and regulations.
- Skill in assessing and prioritizing multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in assessing, analyzing, identifying and implementing solutions to complex problems.
- Skill in establishing and maintaining effective working relations with co-workers, staff, vendors, contractors, visitors, the general public and others having business with the City of Banning.
- Skill in operating a personal computer utilizing a variety of software and operating systems/applications.

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**MINIMUM QUALIFICATIONS:** A Bachelor's degree must be obtained within two years of hire date in Computer Science, Programming, System Analysis, Network Development or closely related field **AND** three years of networking, programming, system analysis, configuration, installation and/or repair or closely related experience.

**ADDITIONAL REQUIREMENTS:** May be required to lift and/or carry heavy, bulky supplies, materials, equipment and/or items weighing up to 50 pounds. May be subject to call out and/or call-back.