

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Information Systems Manager

<b>DEPARTMENT:</b> Finance	<b>ACCOUNTABLE TO:</b> Director of Finance	<b>FLSA STATUS:</b> Exempt
<b>SALARY RANGE:</b>	46	
<p><b>CLASS SUMMARY:</b> Under policy direction of the Director of Finance, Incumbent is responsible for planning, organizing, directing, presenting and implementing Padre Dam-wide programs and services related to its Information System needs such as utility billing, financial systems, business solutions, Local Area Network and Wide Area Network (LAN/WAN) based hardware and software systems, and other applications used by multiple departments. Duties include: supervising staff; updating, implementing and monitoring Padre Dam’s Information Systems Strategic Plan; advising and interfacing directly with Padre Dam staff, Management Team and Board of Directors; reviewing, analyzing and implementing system upgrades; assuring technical support for SCADA system; providing safeguard systems to protect electronic equipment and data; supplying needed staff, resources and training to all users; monitoring computer user compliance with Information Systems policy; managing consultants, hardware and software contracting and Information Systems license agreements; preparing division’s budget; performing project management tasks; and other duties as assigned.</p>		
<p><b>DISTINGUISHING CHARACTERISTICS:</b> The Information Systems Manager is the second level of a two level information systems classification and is distinguished from the Information Systems Technical Specialist in that the Manager has full supervisory authority, provides administrative oversight and represents the division to other department heads within Padre Dam.</p>		

<b>DUTY NO.</b>	<b>ESSENTIAL DUTIES:</b> (These duties are a representative sample; position assignments may vary.)
1.	Supervises staff to include: assisting with goal setting, assigning and monitoring work, training or ensuring staff are trained, setting performance standards, conducting performance evaluations, resolving conflicts, coaching staff, making hiring, discipline and termination recommendations, and reviewing time sheets.
2.	Oversees Information Systems Department, including assignment of staff to projects and timing of purchases of hardware and software to meet Padre Dam requirements and needs in a cost effective and efficient manner within budget parameters.
3.	Coordinates with other management staff at Padre Dam to plan for future needs and to discuss current issues.
4.	Performs analysis and provides alternative scenarios in project management
5.	Updates Information Systems Strategic Plan to assure Padre Dam’s future needs and upgrades are analyzed, planned and budgeted.
6.	Annually reviews, updates and proposes any changes to Information Systems policy. Presents changes to impacted departments, employee organizations and Board of Directors.

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Information Systems Manager

DUTY NO.	ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)
7.	Oversees Padre Dam's Information Systems training program, including scheduling of training on new systems, preparation of procedural manuals and facilitation of individual training requests.
8.	Monitors computer usage and assures compliance with Information Systems policy. Reports issues and problems to appropriate department head and Human Resources.
9.	Reviews, analyzes and implements upgrades to Padre Dam Information Systems including safeguard systems to protect electronic equipment and data, e-mail systems and telecommunications.
10.	Manages Information Systems consultants, hardware and software contracts and Information Systems license agreements.
11.	Makes presentations to staff and Board of Directors on Information Systems issues, including preparation of agenda items.
12.	Creates and is responsible for Information Systems budget, including submission and compliance.
13.	Performs other duties of a similar nature or level.

**Knowledge** (position requirements at entry):

- IBM mid-range computer hardware, software and related peripherals;
- IBM mid-range computer operating systems;
- Computer software programs such as Excel, Word, Access;
- JD Edwards and all peripheral systems highly desirable;
- Project management tools.

**Skills** (position requirements at entry):

- Strong writing skills with the ability to effectively communicate in writing thoughts, ideas, recommendations, etc.
- Ability to effectively utilize project management skills in performing the tasks of the position.
- Monitoring and evaluating staff;
- Resolving problems;
- Preparing budgets;
- Developing and managing project budgets, tracking time for internal project resources;
- Ability to evaluate current and future systems and needs;
- Training users on how to use hardware and software;
- Writing procedural manuals;
- Setting up, installing and configuring hardware and software;
- Using computers, peripherals and specialized software applications such as IBM I/5 hardware and Windows software. JD Edwards skills a plus.
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

# PADRE DAM MUNICIPAL WATER DISTRICT CLASS SPECIFICATION

## CLASS TITLE: Information Systems Manager

**Training and Experience** (position requirements at entry):

Bachelor's Degree in Computer Information Systems or related field and at least five years experience working in computer-related positions with IBM I/5, business solutions software such as Peoplesoft or Oracle, operating systems, and accounting software; experience with JD Edwards desirable; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**Licensing Requirements** (position requirements at entry):

- Valid California Driver's License.

**Physical Requirements:**

Positions in this class typically require: stooping, kneeling, crouching, crawling, reaching, sitting, walking, lifting, fingering, grasping, feeling, talking, hearing, seeing and repetitive motions.

Incumbents may be subjected to moving mechanical parts, electrical currents and extreme temperatures.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

**Classification History:**

Date: 8/04; 9/06