

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Information Technology Manager

**FLSA Status:** Exempt

**Supervisor:** Director of Finance

**Effective Date:** October 2009

### **Definition/ Distinguishing Characteristics**

Under general/administrative direction, the Information Technology Manager plans, manages, coordinates, organizes and directs all data processing functions, services and communication needs of the District; oversees the acquisition, use and maintenance of data processing equipment and software; supervises assigned staff; and coordinates the functions of outside vendors.

### **Examples of Duties**

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, manages, coordinates, organizes and directs District data processing functions and activities.
- Plans and designs new applications for the use of data processing resources, including communication systems and all-in-one machines.
- Upgrades and maintains compatibility of software and hardware.
- Insures the proper repair and maintenance of District data processing equipment, including connectivity for field staff.
- Plans for and maintains Districts Data Processing Disaster Recovery readiness.
- Sits as head of the Information Technology Committee and works with consultants to position the District's IT/Telephone/Communications needs at the forefront of technology platforms; provides advice and consultation on the development of District data processing systems and software.
- Assists the Director of Finance and General Manager with long range planning of District data processing functions, including the acquisition of equipment and software.
- Works with other District staff to establish priorities for use of data processing resources.
- Coordinates programming, scheduling and operations to insure maximum resource utilization.
- Assists with preparation and fiscal control of the data processing budget.
- Keeps records and prepares reports regarding data processing services and functions.
- Serves as a liaison between District and data processing vendors.
- Provides supervision, training, and work evaluation for programming and operations staff.

- Provides support to the Director of Finance and General Manager with presentations regarding District data processing functions and services.

### **Mental and Physical Requirements**

The conditions herein 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 job functions.

- Travels frequently by automobile in conducting District business.
- Communicates frequently with District management staff, coworkers and the public in one-to-one and group settings.
- Regularly uses telephone for communications.
- Regularly uses office equipment such as computers, copiers and fax machines.
- Works in an office environment; lifts and moves objects up to 50 pounds without assistance such as battery backups, servers, computers and other office equipment.
- Has sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Works at a desk and sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

### **Qualifications**

#### ***Knowledge of:***

- Principles and practices of data processing systems, scheduling and equipment utilization.
- Systems and procedures development, including the development of data processing applications.
- Symbolic programming languages.
- Computerized management information and fiscal systems.
- Data processing equipment operation, maintenance and repair.
- Application of data processing methods to the operations and services of the District.
- Principles of budget preparation and fiscal controls.
- District policies, rules, regulations and procedures.
- Principles of supervision, training and management.

#### ***Ability To:***

- Plan, manage, coordinate, organize and direct the data processing functions of the District.
- Assist with the development and control of the data processing budget.
- Analyze potential data processing applications and coordinate development of applications to achieve desired results.
- Provide advice and consultation on use and development of data processing systems for District management and staff.
- Effectively supervise and train staff in areas related to the data processing functions of the District.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Effectively represent the District's data processing functions with users and vendors.
- Establish and maintain effective and cooperative working relationships with

- coworkers, vendors, other agencies and the public.
- Communicate effectively both orally and in writing.
- Pass pre-employment physical, drug and alcohol examination, and background check.

***Education, Experience, Licenses and Certifications:***

***Required:***

- Valid California Driver's License issued by the California Department of Motor Vehicles.
- Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- A minimum of three (3) years of increasingly responsible work experience in the development and utilization of data processing methods, systems, software and equipment.

***Desirable:***

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Completion of a Bachelor's Degree from an accredited college or university in electronic data processing or a closely related field is strongly desired.
- Five (5) or more years of increasingly responsible work experience in the development and utilization of data processing methods, systems, software and equipment with at least two (2) years in a management or supervisory capacity.