

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

**Job Class:** Information Technology Manager

**FLSA Status:** Exempt

**Supervisor:** Assistant General Manager

**Effective Date:** June 2018

### **Definition/ Distinguishing Characteristics**

Under general/administrative direction, the Information Technology Manager plans, manages, coordinates, organizes and directs all information technology (IT) functions, services and communication needs of the District; oversees and maintains records management systems (including access to confidential files); oversees the acquisition, use and maintenance of IT equipment and software; supervises and evaluates 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 IT functions and activities.
- Schedules, trains and supervises IT staff and/or consultants responsible for network and systems administration, operations, maintenance, analysis, and programming; prepares employee performance evaluations and reviews employee effectiveness for assigned staff.
- Plans, designs/evaluates and implements new applications utilizing IT resources.
- Manages development of IT related standards, specifications, administrative procedures and practices, including systems security.
- Upgrades and maintains compatibility of software and hardware.
- Insures the proper repair and maintenance of District IT equipment, including connectivity for field staff.
- Plans for and maintains District Information Technology Disaster Recovery readiness.
- Sits as head of the Information Technology Committee and works with consultants to position the District's IT/Telecommunications needs at the forefront of technology platforms; provides advice and consultation on the development of District IT systems and software.
- Assists management staff with long range planning of District IT functions, including the acquisition of equipment and software.
- Coordinates work with other District departments to provide timely, cost-effective, integrated systems and related support.
- Prepares and administers the IT department budget, reviews budget expenditure requests and recommends expenditure levels.

- Keeps records and prepares reports regarding IT equipment, services and functions.
- Serves as a liaison between District and IT vendors.
- Provides support to management staff with presentations regarding District IT 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 IT systems, networking and equipment utilization.
- Systems and procedures development, including the development and implementation of IT applications.
- Symbolic programming languages.
- Computerized management information and fiscal systems.
- IT equipment operation and maintenance.
- Communications equipment operation and maintenance.
- Application of IT 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 IT functions of the District.
- Assist with the development and control of the IT budget.
- Analyze potential IT applications and coordinate development of applications to achieve desired results.
- Provide advice and consultation on use and development of IT systems for District management and staff.
- Maintain confidentiality.
- Effectively supervise and train staff in areas related to the IT functions of the District.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Effectively represent the District's IT functions with users and vendors.

- Establish and maintain effective and cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors 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:***

- Bachelor's Degree in Information Technology, Computer Science, Information Science or a closely related field from an accredited college or university. Two (2) years of additional qualifying experience may be substituted for one (1) year of the required education with a high school diploma or equivalent.
- 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.
- Three (3) years of increasingly responsible work experience in the development and utilization of IT methods, systems, software and equipment, including one (1) year in a supervisory or lead capacity.

***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:

- Additional management or supervisory experience.
- Additional experience in the development and utilization of IT methods, systems, software and equipment.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**