

CITY OF OMAHA CLASS SPECIFICATION

No. 0080

INFORMATION SYSTEMS MANAGER

NATURE OF WORK

This is supervisory and technical work in the administration and maintenance of departmental specific (finance, personnel, workforce development, library, planning, public works, parks and recreation, etc.) application software and hardware. . It involves management of the computer functions of the entire department to include design, testing, installation, and maintenance of application software and application server(s). It also involves coordinating with the Management Information Systems division of the Department of Administrative Services to ensure that standards in equipment, software, and systems are adhered to as well as close coordination with other division and department leaders. The incumbent in this classification exercises considerable independence in the performance of duties and receives general guidance from a superior.

ESSENTIAL FUNCTIONS (Any one position may not perform all of the duties listed, nor do the listed examples include all of the duties that may be performed in positions allocated to this class. Also, the duties are not necessarily listed in order of importance or frequency of performance.)

Coordinates with members of the Management Information Systems division in the research and acquisition of new systems and current system enhancements.

Determines the feasibility of computerizing manual systems or converting older (legacy) systems to systems using current technology. Designs and recommends systems (hardware, software, connectivity, etc.) to accommodate the proposed plans ensuring compliance with methodologies and procedures established by the Management Information Systems Division.

Supervises and participates in the maintenance and administration of departmental specific applications (financial, personnel, planning, library, job training, public works, parks and recreation, etc.). Also supervises and participates in the writing of programs to meet specific needs of the users, and training (including the coordination of vendor provided training) the users in the operation of their systems.

Establishes, implements, and maintains the security policy for departmental specific automated computer systems.

Monitors and manages the progress of departmental projects and compiles reports relating to project costs, time frames, resource utilization, and other pertinent factors.

Coordinates the implementation of new systems and enhancements of current systems with other City departments, Douglas County Information Services, project committees, and other necessary personnel.

Plans, schedules, trains, assigns, follows up on work of, and disciplines subordinate personnel.

Participates in the interview and selection process of subordinate personnel.

Supervises and participates in report generation for departmental personnel as requested.

Performs work process analysis of department and related personnel to increase productivity and avoid duplication of efforts.

Compiles and documents the department technology (software, hardware, license agreements, etc.) budget requests and monitors expenditures.

Maintains knowledge of current technologies through research, periodicals, vendors, user groups, etc.

Participates in the installation of computer hardware, cabling, other peripheral equipment, and software.

Performs other related duties as assigned or as the situation dictates within the scope of this classification.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of the principles and applications of office management, including the uses of computerized office equipment, modern office procedures, and clerical techniques.

Knowledge of departmental specific processes and procedures (financial, human resource, job training, public works, parks and recreation, etc.).

Knowledge of e-commerce, microcomputer operating systems, network operating systems, and the uses of application programs.

Skill in researching short and long term needs of the assigned department and to plan for the accommodation of those needs.

Ability to prepare and implement projects using standard project planning methodologies.

Ability to communicate and coordinate with project committee members/leaders, MIS, departmental personnel, and others.

Ability to plan, schedule, oversee, and evaluate the work of subordinates.

Ability to conduct research to remain current on the ever changing technologies.

Ability to develop, explain, and install new procedures and to alter them as needs change.

Ability to research and recommend the changes in filing and record keeping systems.

Ability to operate a computer and its attendant software to input data, compile accurate reports, compose concise correspondence, maintain records, and perform other automated functions.

Ability to understand written or oral instructions.

Ability to stand, walk, sit or type up to 50% of the time, and to reach, balance, bend, stoop, squat, or lift up to 25% of the time.

Ability to use up to ten (10) pounds of force occasionally and lesser amounts more frequently to move objects.

EDUCATION AND EXPERIENCE (The knowledge, skills, and abilities above may be acquired through, but are not limited to, the following combination of education and/or experience.)

Bachelor of Science degree in Business Administration, Computer Science, or related field

AND

Two years of experience in the maintenance and administration of a business application software package and associated hardware

OR

Any equivalent combination of experience and training.

WORKING CONDITIONS

Work is performed primarily in an office setting amid normal conditions of fumes, odors, dust, and noises.

EQUIPMENT OPERATION (Any one position may not use all of the tools and equipment listed nor do the listed examples comprise all of the tools and equipment that may be used in positions allocated to this classification.)

Computer and Attached Hardware
Computer Software Packages
Printer
Copier
Facsimile Machine
Telephone

Approved: 1-10-95
6/29/00
7/27/00