

**CITY OF FONTANA
INFORMATION TECHNOLOGY (IT) PROJECT ADMINISTRATOR**

DEFINITION: Under general direction from the Information Technology Director, plans, organizes, manages, directs and coordinates technology projects; provides direct supervision to assigned subordinate staff; coordinates with other Divisions and Departments; provides highly complex staff assistance to the Information Technology Director.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:

- Develop and recommend strategic goals and objectives to achieve the City's goals; assist in the development and implementation of policies, procedures, methods, standards, and guidelines for project management within the Information Technology Department;
- Participate in the development of the Information Technology work plan; assign activities, projects, and programs to subordinate staff; monitor workflow; review and evaluate work products, methods, and procedures;
- Conduct systems analysis and design for new projects and/or system revisions;
- Manage technology projects, including analysis, planning, development, implementation, and support;
- Supervise, develop, direct, and provide ongoing leadership to subordinate staff and consultants
- Develop, monitor, and maintain development, upgrade, and maintenance of projects for all City enterprise and Department applications, including task scheduling, resource assignment, and periodic status reporting to management;
- Plan, direct, and participate in the training of staff throughout the City in the use of new and or upgraded systems;
- Assist with the preparation of the Information Technology budget; coordinate the division budget with the department budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and supplies; administer the approved budget;
- Provide staff assistance to all departments; meet with staff regarding ongoing or planned projects; analyze department requirements within Information Technology;
- Coordinate division activities with other departments and outside agencies and organizations; prepare and present staff and technical reports; conduct feasibility studies; evaluate the City's long-range Information Technology needs;
- Contract administration for both product vendors (implementation and maintenance) and consultants;
- Stay abreast of emerging trends and advancements in information and computing technologies and their capabilities;
- Communicate clearly and concisely, both orally and in writing;
- Establish and maintain cooperative working relationships with those contacted in the course of employment;
- Maintain prompt and regular attendance;
- Other duties as assigned;

- This position is always evolving. Therefore, employer reserves the right to modify this job description as necessary.

THE ABOVE LIST OF ESSENTIAL FUNCTIONS IS NOT EXHAUSTIVE AND MAY BE SUPPLEMENTED AS NECESSARY BY THE EMPLOYER.

WORKING CONDITIONS: Position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, stooping and the ability to push, pull, drag and/or lift up to 25 pounds in the performance of daily activities. The position also requires grasping, repetitive hand movement, and fine coordination in preparing reports using a computer keyboard. Additionally, the position requires near and far vision in reading written reports and work related documents. Acute hearing is required when providing telephone assistance.

EXPERIENCE AND TRAINING GUIDELINES: A combination of experience and training that would provide the required knowledge and abilities is qualifying. The incumbent must have knowledge of:

- Computerized information systems, including hardware capabilities and software applications potential.
- Ability to understand business requirements, convert into technical solutions, perform documentation, and ensure deliverables with 100% accuracy
- Project management tools and techniques, including preparation and management of detailed project schedules and metrics and change management and control. requirements gathering, business stakeholder alignment, providing status reports and execute on validates phases of a project
- Principles and methods of systems and workflow analysis and design along with best practice development methodologies and tools leading to business process reengineering.
- Systems Development Life Cycle methods and standards.
- Principles and practices of public administration, including budgeting, purchasing and maintenance of public records.
- Disaster planning and business recovery concepts and techniques.
- Principles and practices of effective management and supervision.

EXPERIENCE: Five (5) years of increasingly responsible experience in project management, systems analysis, system design, and application support. The experience listed above must include at least two (2) years of supervisory experience. Enterprise business applications experience preferred.

EDUCATION: Equivalent to a Bachelor's Degree in Computer Science or a closely related field.

LICENSES/CERTIFICATIONS: Possession of, and continuously throughout employment, a valid California Class "C" Driver's License or equivalent.

Valid certification from the Project Management Institute as a Project Management Professional (PMP) is required.

SUPPLEMENTAL INFORMATION: Successful candidates will be required to pass a drug screening, fingerprint screening, physical examination and an abbreviated background investigation conducted by the Fontana Police Department. In addition, incumbents are required to complete a Statement of Economic Interest Form (700 Form) annually and ethics training bi-annually, pursuant to AB 1234.