CITY OF FONTANA
(IT) INFORMATION TECHNOLOGY DIRECTOR

DEFINITION: Under general direction from the Deputy City Manager, plans, organizes, manages, directs and coordinates the activities of information technology operations for all City departments; coordinates information services requests with other divisions and departments; provides highly complex staff assistance to the Deputy City Manager.

ESSENTIAL FUNCTIONS: The incumbent must have the ability to:
- Recommend goals and objectives; assist in the development of and implement policies and procedures.
- Direct, oversee and participate in the development of the Technology Services work plan; assign activities, projects and programs; monitor work flow; review and evaluate work products, methods and procedures.
- Coordinate the implementation of a comprehensive data management program including systems development, testing, documentation, systems analysis, computer operations and technical support.
- Review and evaluate department requests for personal computers and software; negotiate and finalize purchases from vendors; coordinate all testing of software before implementation; coordinate the installation of hardware; determine necessary preventive and corrective equipment maintenance.
- Plan, direct, schedule and participate in the training of staff throughout the City in the use of computers; assist users in solving problems related to their data on the computer; suggest alternative methods of operations.
- Prepare the Information Technology Department's budget; assist in budget implementation; participate in the forecast of additional funds needed for staffing, equipment, materials, and suppliers; administer the approved budget.
- Provide staff assistance to all departments; meet with directors regarding ongoing or planned projects; analyze department requirements for technology services.
- Coordinate Information Technology Department activities with those of other departments and outside agencies and organizations; prepare and present staff and technical reports; conduct feasibility studies; evaluate the City's long-range information services needs.
- Analyze, interpret and report research findings.
- Supervise subordinate staff and coordinate consultants.
- Communicate clearly and concisely, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of employment.
- Conduct systems analysis and design for new projects or systems revisions.
- Perform any other tasks or functions deemed necessary to the daily operations of the employer.

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.
- Alternative work processes and administrative systems, including both manual and computerized systems.
- Advanced principles and practices of information services equipment and peripherals.
- Information management program development.
- Programming languages and available software packages.
- Budgeting procedures and techniques.
- Research techniques, methods and procedures.

EXPERIENCE: Five (5) years of increasingly responsible experience in systems analysis and design, computer programming and operations including two years of administrative and supervisory experience.

EDUCATION: Requires possession of a Bachelor's degree in Computer Science or a closely related field from an accredited college or university.

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