



Employment Opportunity

INFORMATION SERVICES MANAGER

Salary Range (41) \$7561 - \$9202/Monthly
FLSA Exempt Full-Time Position w/Excellent Benefit Package
Application Deadline: February 5, 2016, 5 PM

For application materials visit our website at www.RanchoMirageCA.gov or call (760) 324-4511.
(Completed City Application Form required; no facsimiles or e-mail sent/received in this recruitment.)

DEFINITION

Under the direction of the Administrative Services Director, plans, organizes, and directs the programs and functions of citywide information systems and services; serves as the chief architect for all City technology services; operates and maintains all components of the City's computer systems; oversees computer support services to City departments.

EXAMPLES OF ESSENTIAL DUTIES

Duties may include, but are not limited to, the following:

1. Supervises, advises and provides assistance to City staff regarding day- to-day information technology related operations, applications and equipment.
 2. Provides leadership for application systems selection and implementation teams. Coordinates the implementation of new services and expanded system capabilities.
 3. Researches and evaluates hardware and software and makes recommendations to City Council regarding technology related issues, and purchase of equipment and applications. Coordinates installation and assists in ongoing maintenance and development of programs.
 4. Manages information technology related operations, oversees application and data security and assures compliance with information technology policies and procedures.
 5. Develops and tracks performance metrics to measure the IT functions ability to meet service level agreements and overall performance.
 6. Assists in the annual IT Master Plan update, budgeting capital replacement plans, vendor procurement and maintenance contracts.
 7. Understands IT best practices and utilizes best practice methodologies to guide
 8. IT procurement, project management and operations.
 9. Provides direction to GIS staff and contractors and assists in prioritizing and managing the GIS function.
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10. Assists the Director of Administrative Services in administration of the IT Steering Committee. Providing input into Committee meeting content and coordinating Committee activities.
11. Performs other duties of similar nature and level as assigned.

QUALIFICATIONS/GUIDELINES

The following generally describes the knowledge, ability, and education required to successfully perform the job duties.

Knowledge of:

Information technology systems, policies and procedures, including computer networks, mini-computers, telecommunications, copiers and other electronic office automation systems. Operating principles and practices of desktop and server hardware and software related to the establishment and maintenance of internal and external networks. Knowledge of budget development and administration and contract administration and evaluation. Techniques for dealing effectively with the public, vendors, contractors and City staff, in person and over the telephone.

Abilities to:

Exercise independent judgment and initiative in establishing efficient and effective operations, consistent with City policies and administrative guidelines. The Information Services Manager is responsible for all elements of the City's information technology programs and supervises technology staff.

Education, Training and/or Experience

Bachelor's degree from an accredited college or university with major course work in computer science, information technology, business administration or other applicable related field. Minimum five years of information technology experience plus two years' experience in management level. Certifications in IT best practices (ITIL), Project Management (PMP) and CompTIA or Microsoft preferred but not required.

Possession or ability to obtain an appropriate California driver's license and a satisfactory driving record.

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ADA and Other Requirements

While performing the essential functions of this position, the incumbent is regularly required to sit, use hands or fingers, handle, feel, reach with hands and arms, speak and hear, stand, walk, and/or lift and move items weighing up to 50 lbs. Bending and stooping is required on an occasional basis.

NOTE: The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Posted 12/8/15

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