

## **EAST BAY REGIONAL PARK DISTRICT**

### **INFORMATION SERVICES MANAGER**

Reports to: Assistant General Manager for Management Services

Supervises: Position supervises professional, administrative, clerical and/or contractor personnel in support of Information Services functions.

#### **GENERAL FUNCTION**

Under direction, manages the District's Information Systems and Services function. Develops and manages plans and programs to meet the information technology needs of the District and to incorporate Information Technology processes into existing and projected District operations and business processes. Oversees both wide area and local area networks, a variety of file servers, 300+ IBM compatible PCs, and numerous print devices; plans for the upgrade of existing hardware and software on an ongoing basis.

#### **PRINCIPAL RESPONSIBILITIES**

This position has overall responsibility for the development, implementation, administration, and maintenance of information systems and services within the District. The duties to accomplish this may include, but are not limited to the following: supervises staff involved in the installation, modification, troubleshooting, and maintenance of personal computers, network systems and their operating systems, data communications, network infrastructure, E-mail administration, and other system level functions; develops and manages budgets to meet the District's information technology needs and for the day-to-day operations of the Information Services unit; keeps abreast of advances in technology and recommends the replacement or upgrading of hardware and/or software; confers with agency managers to determine information technology needs; chairs or serves as advisor to various committees and ad hoc groups concerned with information technology issues; oversees enterprise data bases and maintenance contracts; may perform user support functions if needed; performs related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

Education Bachelor's Degree with major course work in Computer Science or a closely related field;  
**and**

Experience Seven years of information services experience, including four years experience managing information services or supervising information services staff for an agency, special district or an organization of comparable size and complexity;

**OR AN EQUIVALENT COMBINATION OF EDUCATION AND EXPERIENCE.**

#### **KNOWLEDGE, SKILLS & ABILITIES**

Knowledge of the information technologies employed by the District, to include network operating systems and file management; and PC hardware and application software. Ability to perform the following essential functions: understand and apply District and departmental policies and procedures; supervise; establish priorities and effectively manage multiple projects; keep abreast of current trends and developments in telecommunications and information systems technology; identify problems and provide solutions to operational and technical policy and procedural issues; translate user needs into system solutions; communicate clearly, concisely and effectively, both orally and in writing; develop and maintain productive and cooperative working relationships with District management, staff, contractors, and consultants.

#### **SPECIAL CONDITIONS OF EMPLOYMENT**

A valid California driver's license is a condition of initial and continued employment in this classification.

Employment Category: Management, Range MG04  
Replaces Data Processing Manager, Adopted by Board August 4, 1987  
Revision Adopted by Board: February 18, 1997, Resolution No. 1997-2-39  
Salary Revision Adopted by Board: November 20, 2001  
Resolution No.: 2001-11-263  
Revision Approved by the General Manager: June 11, 2007

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