



**Town of
Apple Valley**

EMPLOYMENT OPPORTUNITY

Information Systems Manager*

Salary: \$7,554 to \$10,671 Monthly
Job Type: Full Time
Department: Information Systems
Benefits: Benefits Eligible

The Position

Under administrative direction, plans, organizes, oversees, coordinates, and reviews the activities and operations of the Town's Information Systems Division; coordinates assigned activities with other Town departments, divisions, outside agencies, and the general public; manages the effective use of the Town's computer and electronic office automation resources to improve organizational productivity, customer service, and public access to Town information; assists with the selection, development, and maintenance of Town business applications; assigns and reviews the work of staff; and performs related work as assigned. (**Position subject to Council approval January 2019*)

Job Functions

- Manage the Town's Information Systems Division's operations including computer operations, technical support, systems analysis, programming, database management, geographic, network and telecommunication systems, IT training and other related technologies.
- Oversee the information and data integrity of the Town and its related agency's information technology functions.
- Review all computerized and manual systems for business process improvement, information processing equipment, and software for acquisition, and storage and retrieval.
- Review and evaluate information such as status reports and requests for services to determine compliance with Town and department policies, state and federal laws.
- Oversee and/or participate in project management for both new system implementations and enhancements to existing systems and services.
- Develop the Information System Division's Annual Work Plan, with direction from the Department Director.
- Assist in the development and implementation of divisional policies and procedures, and short- and long-term objectives.
- Stay informed of technology standards in line with legal and industry best practices and assesses new and emerging technologies to determine applicability to Town business services.
- Manage subordinate staff, set work priorities, create work schedules, conduct performance evaluations, reward and/or discipline employees.
- Select and supervise consultants and vendors working on information technology projects.
- Prepare and administer the information technology operating budget; develop 5-year forecasting of funds for additional staff, equipment, materials and supplies.
- Maintain confidentiality of work-related issues and Town information.
- Performs other duties as assigned.

Qualifications

Bachelor's degree in Information Technology or a closely related field AND five years professional information technology experience, including three years of supervisory or management experience; OR an equivalent combination of education, training, and experience.

License(s) & Certification(s):

- Valid California class C driver's license with a satisfactory driving record.
- Microsoft Certified System Engineer and Cisco Certified Network Professional.

Selection Process

A completed Town employment application is required by the close of recruitment. **Recruitment will close on December 16, 2018 at 5:30 pm.** The successful candidate must pass a physical exam and Department of Justice background check. Application package is available at Town of Apple Valley, 14955 Dale Evans Parkway, Apple Valley 92307, or on our website at www.applevalley.org. The Town of Apple Valley participates in the E-Verify program.

The Town of Apple Valley does not discriminate on the basis of age, sex, race, religion, national origin, marital status, sexual orientation, or handicap status in its employment actions. If applicant has a disability that may require an accommodation, please contact Human Resources in writing at time application is submitted. The Town of Apple Valley participates in the E-Verify program.