

CITY OF BURBANK

ASSISTANT INFORMATION TECHNOLOGY DIRECTOR – APPLICATION SERVICES

DEFINITION

Subject to administrative determination of policy, to manage a major operating division within the Information Technology Department, including departmental and enterprise application information systems; oversee the daily activities of application related functions; and perform related work as required.

ESSENTIAL FUNCTIONS

Plans, designs, configures, implements, and manages complex information systems for citywide or multi-departmental applications; recommends communications and management systems; develops interfaces between systems; manages supervises, trains, and evaluates the work of professional information technology division personnel, and support staff; makes effective recommendations regarding hiring, promotions, transfers, and disciplinary action up to and including termination; may act as Department Director as needed; drives on City business.

MINIMUM QUALIFICATIONS

Employment Standards:

- Knowledge of - Principles and practices in the planning, design, and management of complex information systems; technical project management; systems design and analysis; management and information systems applications; principles and practices of sound personnel management and supervision.
- Skill in – administrative principles and practices of goal setting, program development and implementation, budget development, planning, and organization.
- Ability to - plan, organize, and direct the work of technical and professional support staff; develop, implement, and interpret goals, objectives, policies, procedures, work standards, and internal controls; prepare and administer a divisional budget; analyze complex administrative and technical problems; troubleshoot hardware and other software problems; prepare program documentation, user procedures, reports of work preformed, and other written materials; communicate in English, both orally and in writing; establish and maintain effective working relationships with supervisors, fellow employees, and the public.

Education/Training: Any combination of education and/or experience that has provided the knowledge, skills, and abilities necessary for acceptable job performance as determined by the City. Example combination includes, but is not limited to a Bachelor's degree from an accredited college in Computer Science, Information Systems, or related field is required plus five years of recent experience developing and managing complex information systems at a managerial level.

Special Conditions & Requirements: Performance of the essential duties of this position requires the physical ability to perform sedentary to light work involving moving from one area to another, sufficient hand/eye coordination to perform repetitive movements such as typing, and extensive exposure to a video display terminal/computer.

License & Certificates: A valid California Class "C" driver's license or equivalent at time of appointment.

SUPPLEMENTAL INFORMATION

None.