CITY OF FOLSOM

INFORMATION SYSTEMS SUPERVISOR

DEFINITION
Under general direction, supervise the activities of the Information Systems Division of the Administrative Services Department; work closely with the Director to develop overall priorities and plans and resolve issues; provide supervision to division staff; oversee the daily activities of the administration of the respective division.

SUPERVISION EXERCISED
Exercise direct and indirect supervision over lower level supervisory, professional, technical, and/or clerical personnel.

EXAMPLES OF ESSENTIAL DUTIES
NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.

- Supervise the daily administration of the Information System Division activities.
- Recommend goals and objectives.
- Assist in the development and implementation of policies, procedures, and protocols.
- Assign work, making hiring decisions, supervise, train, discipline, and evaluate the performance of subordinate staff.
- Oversee the planning, installation, maintenance, and modifications of data communication networks and telephone system.
- Recommend and implement system improvements, plans for future technology needs new applications, and modifications to current applications; recommend outsourcing of activities.
- Gather, research, and analyze data for reports and presentations; prepare written reports and correspondence.
- Assist in preparing the Information Systems budget; implement and oversee the approved budget.
- Evaluate and develop new data processing systems and conduct complex and comprehensive feasibility studies, detail designs, and system implementation requirements.
- Maintain and monitor system security.
- Consult with department managers and personnel regarding information system needs.
- Coordinate information system services with outside agencies.
- Perform related duties as assigned.

EMPLOYMENT STANDARDS

NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the "Examples of Essential Duties" section of this specification.

Knowledge of:

- Principles and practices of supervision, training, discipline, and performance evaluation.
- Budgeting procedures and techniques.
- Principles and techniques of systems analysis.
- Practices and techniques of software use and revision.
- Operating principles, methods, practices, and limitations of data processing computers, networks and related equipment.
- Modern office procedures, methods, and equipment.

Ability to:

- Supervise, train, discipline, and evaluate subordinates.
- Plan, organize, assign, supervise, and review data processing and related activities and services.
- Analyze systems data and situations, identify problems, reason logically, and develop conclusions and effective solutions.
- Establish and maintain production schedules.
- Operate computer equipment.
- Gain cooperation through discussion and persuasion.
- Interpret and apply city and department policies, procedures, rules, and regulations.
- Prepare and administer a budget.
- Select, supervise, and evaluate assigned staff.
- Effectively communicate verbally and in writing.
- Establish and maintain effective working relationships with those contacted in the course of work.

Minimum Qualifications:

Education:

A bachelor's degree in computer science or a closely related field from an accredited college or university.

Experience:

Four (4) years of full-time increasingly responsible experience in computer and network system administration, including two (2) years of supervisory responsibility.

Substitution:
Additional experience as described above can substitute for the required education on a year-for-year basis for up to two (2) years.

License, Certificate, Registration Requirement:
Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

Physical Requirements:
Work is generally performed in a typical office environment; occasional work in computer rooms; occasional work outside in various types of weather. Work may take place at off-site indoor and outdoor locations throughout the City. (1) Mobility: continuous use of keyboard; frequent sitting; occasional walking, standing, bending, stooping. (2) Lifting: occasionally up to 75 pounds. (3) Vision: constant use of overall vision; frequent computer use; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

Information Block

Class Code:
FLSA Status:
Established:
Revised:
Retitled:
Workers Compensation Code:
Bargaining Unit: