

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INFORMATION TECHNOLOGY MANAGER

Part-Time (NTE 20 hours per week)

DEPARTMENT: ADMINISTRATION

FLSA OVERTIME STATUS: EXEMPT

BARGAINING UNIT: N/A

APPROVED BY BOARD OF DIRECTORS – 12/20/23

SUMMARY: Manage a variety of professional, high-level, confidential and complex information technology duties for the District to optimize security, network administration and user support. Develop and modify technical specifications, develops and implements standards and controls, contribute to the planning of the overall organizational information technology strategy; coordinate infrastructure system design, modification, upgrade, and implementation.

SUPERVISION: Receives general direction from the General Manager.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Design, operate and maintain information technology systems including network, server, storage, operating system, database, program, hardware, and software.
- Manage Business Technology - software licenses and required software.
- Manage Information Security.
- Manage Information Technology Projects.
- Develop, operate and maintain software system engineering.
- Plan for and help to maintain and implement both immediate and long term information technology needs, including various audio-visual resources and security camera infrastructure.
- Exercise discretion and independent judgment in the performance of complex information functions related to District operation and major assignments.

- Assist with data management program in coordination with other departments.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge of modern office methods, procedures, and equipment; excellent English usage, spelling, grammar, and punctuation; intermediate skill level in database design and management (like FileMaker), Word, Excel, Adobe Acrobat Pro, PowerPoint, and Outlook.

Ability to manage the overall information management system of the District. Ability to manage all business technology resources; Ability to develop and refine information policy and program development, information technology portfolio management, information technology procurement, service, performance management, process reengineering, business analysis, research and development, strategic planning, digital service use experience engagement, content design, and product and delivery strategy. Ability to manage the full lifecycle of end user device solutions, including evaluation, configuration, provisioning, training, security, tracking, and support for an end user computing environment.

Ability to manage all security aspects of the initiation, design, development, testing, operation, and defense of information technology data and environments to address sources of disruption, ranging from natural disasters to malicious acts. Ability to manage or oversee all phases of project management and system development life cycles to ensure efficient and effective delivery of a unique information technology product, service, or system. Ability to implement and oversee the architecture, development, operation, and maintenance of software systems including user research, user centric design, development or configuration, programming, enterprise architecture, service-oriented architecture, testing, and implementation of the business application services. Ability to implement and oversee the architecture, design, configuration, operation, and maintenance of systems discovery and planning, design, configure, administer, and sustaining the operation of a defined system. System elements can include network, server, storage, operating system, database, program, hardware, and software.

EDUCATION AND/OR EXPERIENCE: The following minimum combination of training and experience which would provide the required knowledge and ability, is qualifying.

Education: BA degree or equivalent college level coursework preferably in information technology or related field.

Ten years of extensive and increasingly responsible public or private agency information technology management.

LICENSE AND/OR CERTIFICATES: Possession of the category of California Driver's license required by the State Department of Motor Vehicles to perform the essential duties of the position. Continued maintenance of a valid driver's license, insurability, and compliance with established District vehicle operation standards are a condition of continuing employment.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch, or crawl. The employee frequently is required to stand, walk, sit, and climb or balance. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; talk or hear; and taste or smell.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

The employee must occasionally lift and/or move up to 25 pounds.

WORK ENVIRONMENT: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

COMPENSATION: \$69.23 per hour; Hours Not to Exceed 20 hours per week; Vacation Accrual at .0462 hours per hour; Sick Leave Accrual at .0462 hours per hour.