

RANCHO MURIETA COMMUNITY SERVICES DISTRICT

INFORMATION TECHNOLOGY MANAGER

Full-Time Position

DEPARTMENT: ADMINISTRATION

REPORTS TO: GENERAL MANAGER

FLSA STATUS: EXEMPT

APPROVED BY THE BOARD OF DIRECTORS – February 21, 2024

SUMMARY: Manage a variety of professional, high-level, confidential and complex information technology duties for the District to optimize physical and virtual security, network administration, user support, and evaluate externally procured databases and develop internal alternatives. 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 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 maintain and implement both immediate and long- term information technology needs, including various audio-visual resources and security camera infrastructure.
- Integrate all security cameras (fixed, body-worn, and vehicular) to enable seamless storage and retrieval of footage.
- 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, ability to manage the information technology portfolio, information technology procurement, service, performance management, business analysis, research and development, and strategic planning. 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.

Ability to evaluate processes to automate and optimize business operations.

Ability to integrate all security elements to facilitate retrieval, usage and storage.

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.

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 occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally is required to stand, walk, and sit. The employee is occasionally required to use hands to 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 may occasionally lift and/or move up to 10 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.