Title: **Information Technology Manager**
FLSA Status: Exempt
Job Code: 114

POSITION OVERVIEW

This position will be responsible for planning, administering, and evaluating the effectiveness of District information technology services to ensure conformance with District policies, standards, best practices, and statutes; administers District's networks, systems, security, applications and assists in budget preparation.

OVERSIGHT

Supervision Received: From and reports to the Chief Administrative

Supervision Given: None

ESSENTIAL FUNCTIONS

- Plans, coordinates, manages and administers Information Technology programs and services.

- Serves as Systems Administrator to ensure the proper installation, maintenance, and support of computer hardware, systems, software, and monitors performance.

- Functions as Network Administrator to design, install, support, and monitor Local Area Networks and Wide Area Networks devices that include routers, network switches, wi-fi, radio systems, cabling, and network monitoring applications.

- Acts as Security Administrator to enhance cybersecurity and mitigate risks by coordinating cybersecurity assessments, identifying security risks, mitigating vulnerabilities, responding to active threats, adhering to industry best practices, and participates in projects to improve business continuity.

- Manages District's information security programs, software, systems, user access, and cybersecurity prevention and threat detection processes and protocols.

- Manages user security and confidentiality to protect access to sensitive information;

ensures data protection and privacy.

- Manages technology projects by utilizing District staff and consultants to plan, analyze, design, implement test and maintain technology projects; prepares cost estimates, reviews specifications, and completes needs assessments.

- Procures, installs, , configures, and supports telecommunications systems, including telephone and unified communications systems; end user equipment including routers, MiFi devices and cellular devices.

- Functions as Database Systems Administrator by supporting users for a variety of specialized database requests and reports using SQL, SCADA Historian, and other applications.

- Prepares, updates, and executes information technology plans and utilizes resources effectively to meet operational performance standards, continuously improve business processes, maximize the value of existing technologies, and align technology initiatives with District goals.

- Plans, coordinates, and manages new and existing contracts, including managed services, support and maintenance, and software licensing.

- Advises managers and supervisors in identifying and resolving hardware and software problems as well as mobile and electronic devices and telecommunications networks.

- Oversee geographic information system for District-wide use; coordinate and monitor geographic information system teams, staff, and consultants.

- Evaluates and recommends equipment and software for enhancement purposes; develops RFQs and RFPs, and requests bids, and participates in the evaluation of submitted proposals.

- Works with vendors and consultants to coordinate projects and meet service needs.

- Performs other related duties as required.

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 background, knowledge, skill, or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Knowledge of: Information Technology systems, networks, servers, enterprise and GIS applications, data base uses and administration, and telecommunications, including maintenance, support, troubleshooting and security practices; information systems planning practices and user requirements; writing and proper English language rules; Microsoft, Oracle, and other operating system platforms.

Ability to: Plan, develop, and evaluate information technology policies, programs, and practices; code and test applications to meet user requirements; analyze complex information technology issues, identify solutions, and initiate appropriate changes; prepare and present reports and recommendations; communicate effectively, both orally and in writing; establish and maintain effective working relationships with users, management, vendors, the general public, and others; evaluate and develop improvements in operations, procedures, policies, or methods; organize and manage multiple priorities and projects; communicate clearly and concisely, both orally and in writing; work effectively with a diversity of individuals, personalities, and organizations; demonstrate initiative, task-orientation and follow-through in managing assignments; comply with District policies and risk management requirements.

EDUCATION AND EXPERIENCE

The Information Technology Manager will possess a combination of education and experience equivalent to:
- Minimum of five (5) years of five years of responsible information technology experience is required, preferably including work in local government and with water districts and involving information technology upgrades and enterprise applications.
- Bachelor's degree in Computer Science, Information Systems, or a related field.

PHYSICAL DEMANDS AND WORKING CONDITIONS

Requires the ability to receive, understand, and act upon verbal and written communication from others, and to communicate with others. Requires ability to use hands and fingers to handle or feel objects, tools, or controls; to reach with hands and arms; to sit and stand; and to talk and hear. Must be able to carry, push, pull, reach, and lift equipment and parts up to 25 lbs. and heavier weights with the use of proper assistance.

Must be able to participate in job-related activities at times other than normal business hours, (i.e., evenings and weekends and at various locations).

CERTIFICATES, LICENSES, AND REGISTRATIONS

Certificates
- MCSE, CCDA, CCNA, GIS, and/or equivalent technical certification is required based on District operating systems and applications. The employee is expected to be on-call to respond to major information system service needs.

Licenses
- Must have and maintain a current Class C California driver's license, acceptable driving

record, and proof of auto insurance in compliance with the District's Vehicle Insurance Policy standards.

Registrations
- None

This job description has been revised and approved by all levels of management.

Approved by:	Matthew Litchfield
Date last modified:	3/2/23
Date approved:	3/21/23

I have received, reviewed, and fully understand the job description for Information Technology Manager. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Employee Name (print):_____   Date: _____

Employee Signature: _____

Supervisors Signature: _____   Date: _____

Job classifications are intended to cover or contain a comprehensive listing of activities, duties, or responsibilities that are performed by the incumbent. Classifications are not intended to reflect all duties performed within the job.