CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

INFORMATION SYSTEMS MANAGER – 1244

DEFINITION:

Under direction, to supervise the largest professional information systems, programmer, and analytical support staff responsible for developing, testing, implementing, and modifying a wide variety of complex distributed information systems in the largest departments; and to perform related work.

DISTINGUISHING CHARACTERISTICS:

Information Systems Manager is typically a second or third-level supervisor over one or more Information Systems Analyst IV and Information Systems Administrator positions who in turn supervise a large professional staff of technical specialists and numerous outside vendors. The technical complexity, number, and cost of the systems being implemented exceeds those in departments where Information Systems Analyst IV or Information Systems Administrator positions are assigned supervision of the information systems functions. This classification utilizes a high level of specialized technical knowledge to manage multiple and distinct information systems projects which impact virtually all functional areas of a very large department.

* EXAMPLES OF DUTIES:

- Manages the acquisition, development, implementation, and on-going maintenance of information systems through subordinate supervisors;
- Directs the review and evaluation of a variety of requests to automate manual procedures;
- Evaluates recommendations of subordinates justifying and prioritizing new systems and applications development and budgets accordingly;
- Directs the testing, implementation, and integration of department information systems;
- Develops department or division-wide information systems policy in consultation with the Department of Information Technology;
- Participates in many technical decisions as to the best approach in solving information system needs within the department;
- Prepares and presents reports and budget information;
- May supervise large sections of professional analysts who may be performing tasks unrelated to information systems implementation;
- Trains and rates the performance of subordinates.

* EXAMPLES OF DUTIES performed by employees in this class. The list may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.

MINIMUM QUALIFICATIONS:

Please note: the minimum qualifications stated below are a guide for determining the education, training, experience, special skills, and/or license which may be required for employment in the class. These are re-evaluated each time the position is opened for recruitment. Please refer to the most recent Job Description for updated minimum qualifications: https://www.governmentjobs.com/careers/sandiego/classspecs.

A Bachelor's degree or equivalent education (i.e., minimum completed units equal to 120 semester/180 quarter units), **AND** six years of full-time experience in information systems management, with a minimum of three years at a level equivalent to Information Systems Analyst IV in a public agency.