CLASS SPECIFICATION

SAN DIEGO CITY CIVIL SERVICE COMMISSION

<u>**INFORMATION SYSTEMS ADMINISTRATOR – 1243**</u>

<u>**DEFINITION**</u>:

Under direction, to supervise a large professional information systems staff responsible for developing, testing, implementing, and modifying a wide variety of complex distributed information systems in a large division or department; and to perform related work.

<u>**DISTINGUISHING CHARACTERISTICS**</u>:

Information Systems Administrator is typically a second-level supervisor over one or more Information Systems Analyst IV 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 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 large division or department.

* <u>**EXAMPLES OF DUTIES**</u>:

- 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 information technology;
- Align departments information technology objectives and processes with City information technology governance processes and 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;
- Trains and rates the performance of subordinates.

* <u>**EXAMPLES OF DUTIES**</u> 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** five years of full-time professional-level information systems planning management experience (within the last 8 years). Two years of qualifying experience must be at a level equivalent to the City of San Diego's classification of Information Systems Analyst IV (a position that supervises professional information systems staff responsible for implementing and modifying a wide variety of complex distributed information systems). Qualifying experience must include all of the following: managing the acquisition, implementation, maintenance, and ongoing support of complex information systems for a large organization; developing and administering department IT policies and processes; developing and administering IT budgets; developing requests for proposals (RFP's); and supervising professional IT staff responsible for large scale distributed computing systems. Possession of a valid California Class C Driver's License.