



CITY OF CHINO

Information Technology Manager

Definition:

Under general direction, supervises and participates in a variety of specialized duties in connection with the operation of the City's computer information system, and related work as assigned.

Class Characteristics:

Supervises the activity of the Information Technology division of the Human Resources Department.

Essential Duties:

- Plan, organize and conduct technical projects including the design, modification and evaluation of new or enhanced hardware products or systems.
- Coordinate the installation of hardware residing on several servers, mainframes, and operating systems.
- Act as a technical advisor and apply design expertise to improve hardware performance.
- Supervise professional and technical personnel; Provide project or functional leadership to less experienced staff members.
- Research, evaluate, develop and apply new processes and methods to accomplish assigned duties.
- Interact with co-workers at all levels in the organization in a collaborative and customer-service oriented manner.
- Maintain prompt and regular attendance.
- Perform all duties within the context of the City's Mission Statement and Organizational Values.

Qualifications:

Any combination of education and experience that provides the required knowledge, skills and abilities to perform the essential duties of the position. A typical example includes:

Education and Experience:

- High school diploma or equivalent (required).
- Bachelor's Degree in computer science, management information systems or a related field (desired).
- Five or more years of experience working with both personal and mainframe computer hardware, including network systems, as well as a variety of software applications.

Information Technology Manager

Knowledge/Skills:

- Resolve a wide range of issues in creative ways.
- Demonstrate good judgment in selecting methods and techniques for obtaining solutions.
- Determine methods and procedures for completing assignments.
- Supervise and coordinate the activities of assigned personnel.

Special Requirements:

- Receive satisfactory results from a background investigation, a physical examination, which includes a drug screen, and an administrative review.

Physical Profile:

Category I; 4.

Link to description [here](#)

Employee Unit:

Unrepresented Management

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