

ASSISTANT DIRECTOR INFORMATION SYSTEMS, 9377

Summary of Duties: Plans, coordinates, administers and directs the activities of a large professional and technical staff engaged in the administration of a large advanced technological multi-computer operations center; in the analysis, design, programming and implementation of management information systems in support of administrative and operating management requirements related to the commercial, financial and scientific functions of the Department of Water and Power; or, in the collection, processing, and distribution of information resources through end-user computing, office systems, and information resource management; and performs related duties.

Distinguishing Features: An employee in this class is responsible for planning, directing and coordinating all functions of a major organizational unit of the Management Information Services Division in the Department of Water and Power. Incumbents report to the Director of Information Systems, and may assume the duties of the Director in the latter's absence. Employees in this class receive assignments in terms of policy directives and are responsible for carrying them out. They exercise considerable independent judgment in solving administrative and technical problems within the Division and may advise the Director on project feasibility, optimum utilization of personnel and equipment, resources and other specialized technical questions. Work is evaluated in terms of the effectiveness of the Division's operation and its contribution to the achievement of overall organizational goals.

Examples of Duties: Directs, through subordinate managers and supervisors, teams of analysts, systems programmers and technicians engaged in the operation, selection and maintenance of large scale electronic data processing equipment and supporting system software; develops standards, policies and procedures to ensure effective and economic utilization of resources, completeness of controls, adherence to standards, completion of documentation and quality and efficiency of output; prepares recommendations for performance improvement;

Manages the operation of large scale, multiprocessor, electronic data processing centers for the Department of Water and Power; confers with management in the selection, enhancement and modification of electronic data processing equipment and supervisory software to support operating needs; develops personnel requirements and forecasts skill needs;

Manages the development, publication, and maintenance of an information technology strategy, policies, standards, plans, and procedures for end-user computing, office systems, and information resource management to insure appropriate selection, usage, implementation, maintenance, administration, and management of the

information technology methodologies, applications, and hardware/software resources;

Administers the budget preparation process; prepares and coordinates long and short-range planning studies; maintains coordination of MIS schedules for budget with those established by the General Manager; establishes procedures for evaluating proposed expenditures; assesses changing technology to determine impact on planned acquisitions; administers the acquisition of new materials, equipment and services; coordinates the preparation of bid specifications and conducts cost-benefit analyses;

Develops procedures and guidelines for technical training and counseling programs; administers and coordinates the development, maintenance and updating of standards for documentation, and, may be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications: A good knowledge of the principles and practices involved in the administration of a large, advanced technological multi-computer operations center; a good knowledge of the coordination of electronic data processing equipment operations with the activities of systems software programming and systems analysis, design and programming; a good knowledge of the principles and practices of information system development and development of technological methodology; a good knowledge of the principles of system design; a good knowledge of new developments in computer methodology and technology; a good knowledge of personal computing, departmental computing, office systems, text document indexing and retrieval, and end-use computing; a good knowledge of data, technology, and application architecture issues; a good knowledge of the theory and principles of organization and management; a good knowledge of budgeting and financial administration, personnel administration, and administrative analysis; a good knowledge of effective methods of directing a staff of administrative and technical personnel and coordinating their efforts with those of other organizational units; a good knowledge of and Department of Water and Power organizational structure and administrative manual provisions; a working knowledge of the laws and regulations related to equal employment opportunity and affirmative action; a working knowledge of City personnel policies and procedures; a working knowledge of safety principles and practices; a working knowledge of the capabilities, uses and limitations of operating systems software; a working knowledge of the provisions of Memoranda of Understanding as they relate to subordinate personnel; and, a general knowledge of cost accounting and purchasing.

The ability to effectively plan, direct and coordinate the activities of administrative, technical and support personnel; the ability to provide technical direction in the data processing field, including systems, applications and operations activities; the ability to exercise sound administrative judgment, fiscal responsibility, originality and initiative in the development of new methods and

procedures and in the solution of difficult problems; the ability to prepare and present oral and written reports and recommendations concisely and logically; the ability to motivate subordinates to work productively and efficiently; and the ability to deal tactfully, and maintain effective working relationships with, subordinates, public officials, representatives of other governmental agencies, outside contractors and the general public.

Two years of full-time paid experience as an Information Systems Manager or in a class at least at that level managing a group of employees engaged in systems analysis, design, development or operation of computer based information systems is required for Assistant Director Information Systems.

Appointment to a position in this class is subject to a one-year probationary period as provided in Section 109 of the City Charter.

License: A valid California driver's license and a good driving record may be required.

Physical Requirements: Strength to perform lifting up to 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with medical limitations may, with reasonable accommodations, be capable of performing the duties of some of the positions in this class. Such determination must be made on an individual basis in light of the person's limitations, the requirements of the position, and the appointing authority's ability to effect reasonable accommodations to the person's limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties and responsibilities of any position shall be.