WORKING CONDITIONS/BENEFITS:

Hours—The normal work week for Group A employees is 40 hours; the normal work week for Group C employees is 37.5 hours.

Holidays—11 holidays per year.

Vacation—13 days after one year, 18 days after five years, 23 days after 13 years, and 28 days after 21 years. Probationary employees accrue vacation, but may not take or be paid for it until they have completed 12 months of employment.

Sick Leave—Allowance credited and accrued at the rate of one day a month.

Bereavement Leave—Max of 5 working days with pay per occurrence.

Dependent on the classification, the City either provides a flexible benefits spending account or makes a contribution towards the following insurances:

Health Insurance— Various group plans administered by the PERS Health Benefits Division are available to employees and their dependents.

Dental Insurance—Coverage including orthodontia for employees and their dependents through Delta Dental Plan.

Long Term Disability Insurance— Plan provides an income protection of up to 66-2/3% of gross pay during periods of total disability (due to illness or accident) up to a maximum benefit of $4000 per month. The benefit may be reduced by any benefits received from PERS, Social Security or other insurance sources.

Life Insurance—Term life insurance in the amount of $25,000 from Standard Life Insurance Company. Supplemental Life Insurance (employee paid) available up to $300,000.

IRC Sec. 125 Plan—Healthcare and/or dependent care reimbursement savings accounts available to all eligible, full-time, regular employees.

Retirement—Miscellaneous employees are members of the Public Employees' Retirement System and are covered under the 3% at age 60 formula (Classic Employees) and 2% at age 62 (New Employees) effective 1/01/13 per the California Public Employees' Pension Reform Act of 2013 (PEPRA). Employees are required to contribute 8% of their base salary toward retirement. The City funds the PERS-determined balance. The employee has the option of making the retirement contribution on a pre-tax (tax deferred) basis. (IRC 414h). *Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)*

GENERAL INFORMATION

The City of Daly City does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities. The City Manager's Office, 333-90th Street, Daly City, has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided thereunder, are available from the ADA Coordinator.

PHYSICAL REQUIREMENTS: Applicants must be free from conditions which could preclude satisfactory performance of the essential functions of the job. Subsequent to a job offer, candidates may receive a pre-employment medical before appointment is approved. Individuals applying for positions requiring arduous physical labor will be required to pass an orthopedic evaluation/ back x-ray.

FILING APPLICATIONS: File your completed application with the Human Resources Department by the Final Filing Date (8:00 am to 5:00 pm, Monday through Friday, except holidays). Mailed applications must be POSTMARKED no later than the Final Filing Date. Applications postmarked after the Final Filing Date or personally delivered or received via interoffice mail after 5:00 pm on the Final Filing Date will not be accepted for any reason. A separate application must be filed for each examination and must contain a *complete* record of education, experience, and other information requested with emphasis given to any training or experience which fulfills the minimum requirements and is particularly related to the classification concerned.

SELECTION: A limited number of persons whose applications demonstrate that they most closely meet the needs of the position will be scheduled for an interview. Candidates may be asked to perform other exercises including, but not limited to, written and oral presentations.

SPECIAL TESTING NEEDS: If you have a disability for which you need reasonable accommodation to take any of the tests, <u>you must notify the Human Resources Department by the Final Filing Date.</u> Verification of your need may be required.

SALARY: Appointment is normally made at the first step of the salary range shown in the Recruitment Bulletin. Thereafter, employees are eligible for merit increases upon completion of each year of satisfactory service, until the maximum step of the salary range is reached.

This job bulletin, including its summary of salary and fringe benefits information, is NOT to be construed as a legal document or contract.

THE CITY OF DALY CITY

INVITES APPLICATIONS FOR

(Not Civil Service, 40 hours/week)

INFORMATION SERVICES MANAGER
Finance Department

SALARY:
$4809-5050-5302-5568-5846 biweekly
$10419-10941-11487-12064-12666 monthly

Full benefits as provided by the California Public Employees' Pension Reform Act of 2013 (PEPRA)

FINAL FILING DATE:
Monday, April 22, 2019

Interviews: TBA

Résumés are not accepted in lieu of a City of Daly City application.

To apply online, visit
www.calopps.org

DEFINITION

Under the direction of the Director of Finance, the Information Services Manager plans, directs, manages, and coordinates the City's Information Services Division in order to meet the technological needs of the organization. Essential job functions include but are not limited to directing and performing the operations and activities of the Information Services Division, including network administration, systems analyses, programming, needs assessment, equipment acquisitions, telephone systems management, cost benefit analysis, and needs forecasting.

EXAMPLES OF DUTIES

Coordinate all data processing functions of the City, including systems management, applications development, hardware/software support, PC and communications network support and training, troubleshooting, Geographic Information System development, and staff services. Develop long-range planning, coordination, security and quality assurance efforts to integrate, coordinate and support all data systems and services within the City, and establish Division goals and objectives. Evaluate technological and informational needs of the organization, make recommendations, and develop services to accommodate such needs. Assist in selecting the developing and supervise subordinates. Review and evaluate employees' job performance and recommend effective personnel action. Develop and implement training and customer service programs to effectively and efficiently integrate, coordinate, and support information services activities with

other City divisions. Prepare and administer the Information Services Division budget. Provide assistance on information services budgetary issues to other impacted divisions. Prepare effective written reports and oral presentations. Work with all levels of City employees, City Council members and the public. Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of: Contemporary information services environments, hardware platforms and operating systems, including personal computers, networks, file servers, geographic information systems, and system integration; principles of management, supervision and training.

Ability to: Stimulate professional growth and development of Information Systems employees. Maintain a progressive atmosphere, allowing maximum utilization of technology. Foster teamwork. Build consensus and act as a facilitator. Develop and maintain positive and effective interpersonal working relationships. Plan, organize, and prioritize projects. Analyze, interpret, summarize, and present administrative and technical information and date in an effective and understandable manner. Analyze trends and problems and develop long-range plans. Prepare effective written reports and oral presentations. Apply common sense and logic in decision making. Effectively supervise subordinates. Interact positively and cooperate with co-workers, respond politely to customers, work as a team member, function under demanding time pressure, respond in a positive manner to supervision, and attend work and perform duties on a regular and consistent basis

Experience: Six years progressively responsible administration or managerial experience in a data processing or information services environment.

Education: A Bachelors degree in Information Systems, Computer Science, Business Administration, or a related field. A Masters degree is desirable. An equivalent combination of experience, education, and/or training may substitute for the listed minimum requirements.

License: Valid Class C California Driver's License.

**City of Daly City
Prequalification Questionnaire
For:
Information Services Manager
(Finance Department)**

To further assist in evaluating your qualifications, please complete the following prequalification questionnaire. The questionnaire will be used to help identify those candidates who meet the minimum requirements of the current vacancy. Failure to complete and return this questionnaire with the City Application will disqualify you for further participation in this recruitment.

Submit your application and prequalification questionnaire to:

Human Resources Department,
City of Daly City,
295 – 89th Street, Suite 105,
Daly City, CA 94015
OR apply online at www.calopps.org

1) Do you possess a valid Class C California Driver's License?

Yes ☐
No ☐

2) Do you possess a Bachelors' degree in Information Systems, Computer Science, Business Administration, or a related field?

Yes ☐
No ☐

3) Do you possess six (6) years of progressively responsible administration or managerial experience in a data processing or information services environment?

Yes ☐
No ☐

Signature:

_____

Date:

_____