

## **Sacramento Suburban Water District Classification Specification**

**Job Class:** Information Technology Manager

**FLSA Status:** Exempt

**Effective Date:** October 2022

### **Definition**

Under general/administrative direction, plans, directs, organizes, and manages all information technology (IT) operations, services, communications and security systems; develops policies, procedures, goals, and budgets; interprets and applies existing policies; oversees and maintains records management systems; oversees the acquisition, use and maintenance of IT equipment and software; supervises and evaluates assigned staff; and coordinates assigned activities.

### **Examples of Essential Duties**

The following duties are typical for this position. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, manages, coordinates, organizes and directs District's IT functions and activities, including Geographic Information (GIS) and Supervisory Control and Data Acquisition (SCADA) systems.
- Schedules, trains and supervises IT staff and/or consultants responsible for network and systems administration, operations, maintenance, analysis, and programming; prepares employee performance evaluations and reviews employee effectiveness for assigned staff.
- Plans, designs/evaluates and implements new applications utilizing both internal and external IT resources.
- Manages development of and compliance with IT-related standards, specifications, and administrative procedures and practices, including security standards and best practices.
- Upgrades and maintains compatibility of software and hardware.
- Ensures the proper repair and maintenance of District IT equipment, including connectivity for field staff.
- Plans for and maintains District Information Technology Disaster Recovery readiness.
- Works with consultants to position the District's IT/Telecommunications systems appropriately; provides advice and consultation on the development of all District IT systems and software.
- Assists management staff with long range planning of District IT functions, including the acquisition of equipment and software.
- Coordinates work with other District departments to provide timely, cost-effective, integrated systems and related support.
- Prepares and administers the IT department budget, reviews budget expenditure requests and recommends expenditure levels.
- Keeps secure records and prepares reports regarding IT equipment, services and functions.

- Serves as a liaison between District and IT vendors.
- Provides support to management staff with presentations regarding District IT functions and services.
- Manages and coordinates the District's keycard security card system for building access.

## **Minimum Qualifications**

### ***Knowledge Of:***

- Principles and practices of current IT systems, networking, business and operational applications (including GIS and SCADA), web/cloud technology and system/network security.
- Principles and practices of project management.
- Systems and procedures development, including the development/acquisition and implementation of IT applications.
- IT equipment operation and maintenance.
- Communications equipment operation and maintenance.
- Application of IT methods to the operations and services of the District.
- Principles and practices of budget preparation and fiscal controls.
- District policies, rules, regulations and procedures.
- Pertinent local, state and federal laws, rules and regulations.
- Principles and practices of organization, administration, and personnel management.

### ***Ability To:***

- Plan, manage, coordinate, organize and direct the general IT, GIS and SCADA functions of the District.
- Assist with the development and control of the IT budget.
- Develop and implement IT, GIS and SCADA-related policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement solutions in support of District goals and objectives.
- Analyze business requirements by partnering with key stakeholders across the organization to develop solutions for IT needs.
- Maintain confidentiality as necessary.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Effectively represent the District's IT functions with users and vendors.
- Effectively supervise, train and evaluate assigned personnel.
- Establish and maintain effective and cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors and the public.
- Communicate effectively both verbally and in writing.
- Pass pre-employment physical and background check.

### ***Experience and Education:***

Experience: Five (5) years of supervisory or higher-level experience in the information technology profession; including three years in a management capacity.

AND

**Education:** A Bachelor's Degree from an accredited college or university with major course work in Information Technology, Computer Science, Information Science or a closely related field. Two (2) years of additional qualifying experience may be substituted for one (1) year of the required education with a high school diploma or equivalent.

***License and/or Certifications:***

- Valid California Driver's License issued by the California Department of Motor Vehicles and Proof of good driving record as evidenced by freedom from multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in the District's automobile insurance rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.

**Working Conditions and Physical Demands**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Occasional travel by automobile in conducting District business.
- Communicates frequently with District staff and the technology community in one-to-one and group settings.
- Regularly uses telephone for communications.
- Regularly uses office equipment such as computers and copiers.
- Works in an office environment; lifts and moves objects up to 50 pounds without assistance such as battery backups, servers, computers and other office equipment.
- Has sufficient finger/hand coordination and dexterity to operate and adjust office equipment.
- Works at a desk and sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

**The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.**

APPROVED:

Date: November 8, 2022

By:   
Dan York, General Manager

Employee Statement:

*I certify I have read, understand, and acknowledge receiving a copy of this class specification.*

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Employee Signature

Date