

POSITION TITLE: INFORMATION TECHNOLOGY MANAGER

DEPARTMENT: INFORMATION TECHNOLOGY DIVISION

**CITY OF
BOWLING GREEN**

REPORTING RELATIONSHIPS

Municipal Administrator

POSITION REPORTS TO

DIRECT REPORTS BY TITLE:

Computer Programmer;
Network Administrator

DIRECT: 2 **INDIRECT:** 0

POSITION FUNCTION

This position is responsible for providing overall supervision of the City's application of computer hardware and software.

JOB RESPONSIBILITIES

Sets priorities and determines tasks for Information Technology Division staff

Interfaces with application software vendors

Performs operating system (AS/400) upgrades and fixes

Analyzes the operating system and creates programming

Prepares department budget

Assists users

Perform security and backup functions

Writes queries and special programs

Performs other related duties as assigned.

PHYSICAL REQUIREMENTS

Job requires incumbent to sit, talk/hear and use hands to finger, handle or feel. Must be able to focus clearly at 20 inches or less.

REQUIRED SKILL SETS	
<p><i>Occupational/Technical Skills</i></p> <ul style="list-style-type: none"> Ability to use selected job-specific software Ability to program in RPG Knowledge of AS/400 hardware and OS/400 operating system Must maintain a valid Ohio Driver's License and have the ability to drive <p><i>Administrative Skills</i></p> <ul style="list-style-type: none"> Ability to analyze and resolve situations and problems Ability to set goals and develop strategies and schedules for meeting them Ability to plan, organize, assign and direct work of staff Ability to adequate allocate resources to meet objectives Ability to effectively coordinate activities of others to meet objectives Ability to handle multiple priorities and projects Ability to use a computer terminal to accurately and rapidly enter and retrieve data and information <p><i>Cognitive Skills</i></p> <ul style="list-style-type: none"> Ability to interpret a variety of technical information with abstract and/or concrete variables Ability to make timely, sound decisions Ability to interpret professional periodicals and journals, technical procedures, and government regulations Ability to interpret complicated policies, procedures and protocols Ability to apply mathematical concepts such as ratios, proportions, probability factors and statistical inference Knowledge of basic budgetary principles and practices Ability to develop original, unusual, successful approaches Ability to encourage the creativity of subordinates 	<p><i>Communications Skills</i></p> <ul style="list-style-type: none"> Ability to speak effectively one-to-one Ability to speak effectively before groups and to respond to questions Ability to demonstrate attention to and convey understanding of the comments or questions of others Ability to prepare clear and concise reports, correspondence and other written materials Ability to prepare analyses, policies and/or budgets <p><i>Interpersonal Skills</i></p> <ul style="list-style-type: none"> Ability to maintain issue confidentiality Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, and vendors Ability to bring conflict or dissent into the open and use it productively to enhance the quality of decisions <p><i>Leadership Skills</i></p> <ul style="list-style-type: none"> Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals Knowledge of administration and supervision of staff and activities Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals Ability to plan, conduct, and participate in meetings in which the collective resources of the group members are used efficiently Ability to monitor progress and exercise control Ability to select and evaluate employees Ability to instruct and train staff Ability to provide performance feedback Ability to facilitate professional growth

DESCRIPTION OF WORKING CONDITIONS
<p>Work is performed in an office setting..</p>

EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS
<p>Four-year college degree; three to five years of relevant experience; valid Ohio Driver's License; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.

Completed by Resource Management Strategies, Inc. (RMS) on July 3, 1999. This position Description is based on a Position Analysis Questionnaire (PAQ) completed by the incumbent.