



**CITY OF CERES
ANNOUNCES AN EXCELLENT
CAREER OPPORTUNITY**

**INFORMATION TECHNOLOGY
MANAGER**

**\$7,302 - \$8,876 Monthly
(paid bi-weekly)**

**OPEN: Wednesday, October 20, 2016
CLOSED: Monday, November 21, 2016
(Or until a sufficient pool of applicants is obtained.)**

A CalOpps Online Employment Application and Supplemental Questionnaire Is Required.
Resumes in lieu of an on-line application will not be considered.



THE CITY OF CERES

The City of Ceres is located in the Central San Joaquin Valley, 80 miles south of Sacramento and 95 miles east of San Francisco, in the heart of Stanislaus County. Ceres is in one of the Central Valley's richest and most diverse agricultural areas and is the home of the new \$14 million County Agriculture Center. Even the name "Ceres" originates from the Roman goddess of agriculture.

The City enjoys a comfortable climate, with 12 inches of rainfall annually. The average low winter temperature is 38 degrees Fahrenheit, the average high temperature in spring and fall is 85 degrees Fahrenheit, and the average high in the Summer is 90 degrees.

Ceres is a growing community with a heartfelt commitment to retaining its small neighborhood personality. Businesses, organizations, and nonprofit community service groups band together for a number of activities throughout the year.

THE POSITION

Under administrative direction, directs, manages, supervises and coordinates the activities and operations of the Information Technology Division including hardware, software, network, telephone, and computer systems administration; identifies, recommends, develops, implements, and supports cost-effective technology solutions for all aspects of the organization; prepares bid specifications and analyzes bid proposals for computer and network equipment and software; coordinates assigned activities with other divisions, departments, and outside agencies; and provides highly responsible and complex administrative support to the City Manager or assigned Department Head.

TYPICAL DUTIES

- Assume management responsibility for assigned services and activities of the Information Technology Division including designing, implementing, and administering City-wide information technology activities; manage, upgrade, and direct the installation, operation, and maintenance of information technology hardware and software; manage and maintain data and equipment security; administer and provide ongoing technical support and training for City staff.
- Manage and participate in the development and implementation of goals, objectives, policies, and priorities for assigned programs; recommend and administer policies and procedures.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; recommend, within departmental policy, appropriate service and staffing levels.
- Plan, direct, coordinate, and review the work plan for information technology staff; assign work activities, projects, and programs; review and evaluate work products, methods, and procedures; meet with staff to identify and resolve problems.
- Select, train, motivate, and evaluate assigned personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Oversee and participate in the development and administration of the Division's annual budget; participate in the forecast of funds needed for staffing, equipment, materials, and supplies; monitor and approve expenditures; implement adjustments.
- Coordinate information technology capital improvement purchases for City departments.
- Plan the programs and operations of the division to meet the short and long-range goals of the Information Technology Division; oversee the operation of the division in order to implement goals and programs.
- Manage and provide the deployment, monitoring, maintenance, development, upgrade, and support of all information technology systems, including servers, PC's, operating systems, hardware, software, peripherals and application development, and telecommunication systems.
- Evaluate existing information technology needs of all departments; propose recommendations to maintain and improve the quality of service; plan, coordinate, and implement improvements in service.
- Prepare bid specifications and analyze bid proposals for computer and network equipment and software, and telecommunications equipment and software.
- Coordinate networking data transfers with other agencies.
- Manage and/or coordinate implementation of all technology projects within the City.

TYPICAL DUTIES, Continued

- Respond to the needs and questions of computer users concerning their access to resources on the network, stand-alone personal computers, or attached devices; assist in problems relating to various software programs as necessary.
- Maintain inventory control of all City information technology equipment.
- Ensure the security of all network files, assignment of network, and backup of all network data.

SKILLS & ABILITIES

Knowledge of:

- Operations, services, and activities of a comprehensive information technology program.
- Advanced principles and practices of computer science and information systems.
- Advanced principles and practices of program development and administration.
- Principles of complex network systems security measures, tools, policies and practices.
- Theories, concepts, principles, and practices of new and emerging technologies.
- Concepts, principles, and practices of information system strategic planning.
- Operational characteristics of mainframe and networking systems.
- Use, capacity, characteristics and limitations of computer hardware and software.
- Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
- Principles and practices of municipal budget preparation and administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations.

Ability to:

- Oversee and participate in the management of a comprehensive information technology program.
- Oversee, direct, and coordinate the work of lower level staff.
- Select, supervise, train, and evaluate staff.
- Participate in the development and administration of division goals, objectives, and procedures.
- Prepare and administer large program budgets.
- Prepare clear and concise administrative and financial reports.
- Analyze user needs and develop cost effective solutions utilizing appropriate technology.
- Manage the installation, maintenance, and repair of telecommunication and data communication equipment and software.
- Manage the development and conduct of extensive user training programs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods and techniques.

For a detailed job description, please visit the City of Ceres website at www.ci.ceres.ca.us



QUALIFICATIONS

Education and Experience Guidelines - Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training:

A Bachelor's degree from an accredited college or university with major course work in computer science, information systems, or related field.

Experience:

Six (6) years of increasingly responsible information technology experience, including three (3) years of administrative and supervisory responsibility.

License or Certificate:

Possession of, or ability to obtain and maintain, a valid Class C California Driver's License.

Possession of a Network certification is desirable.

APPLICATION and SELECTION PROCESS

Applicants who meet the employment requirements of this position and are seeking a dynamic and challenging opportunity in City government, may visit the CalOpps website (www.calopps.org) and complete a CalOpps-online Employment Application **and** Supplemental Questionnaire. Meeting the minimum requirements of this position may not qualify you to advance to the next phase of testing.

The qualifications of each applicant, as set forth in the application, will be reviewed by a screening committee. A limited number of qualified applicants, possessing the most desirable qualifications, may be invited to participate in the subsequent phase of the evaluation process, which is the oral panel interview tentatively scheduled for mid-December 2016.

COMPENSATION & BENEFITS

Retirement	<p>The City requires employee membership in the Stanislaus County Employees' Retirement Association (StanCERA), as governed by County Employees' Retirement Law of 1937 and Public Employees' Pension Reform Act (PEPRA). "Classic members" (currently or within the last six (6) months a member of StanCERA or subject to reciprocity with another eligible retirement plan) are enrolled in the City's 2% @ 55 plan; final compensation at retirement is based on the single highest year. Non-classic or "new members" are enrolled in the 2% @ 62 plan, and employees are required to pay 50% of the normal contribution rate as prescribed by PEPRA, currently 7.7%, on a pre-tax basis; final compensation at retirement is based on the average of the three highest years.</p> <p>The City also participates in Social Security, which has a mandatory 7.65% contribution for Social Security and Medicare.</p>
Health Allowance	<p>\$1,218 monthly cash benefit allowance to use towards the cost of: HMO or PPO medical plan options, dental and vision care, and other IRS Section 125 qualified benefits. If a full monthly allowance is not utilized, 90% of the balance shall be paid as taxable earnings.</p>
Health Insurance Plans	<p>Kaiser Permanente HMO, Anthem Blue Cross HMO, or Anthem Blue Cross PPO.</p>
Dental & Vision Plans	<p>Stanislaus Dental Foundation and VSP</p>

COMPENSATION & BENEFITS, Continued

Miscellaneous Benefits

The City provides an Employee Assistance Program, Professional development allowance, voluntary options for Deferred Compensation, \$50,000 City-paid Life Insurance policy, Voluntary Life insurance, Long-Term Disability, 10 management leave days, 12 days sick leave accrued each year with unlimited accrual, vacation accrual based on years of service with maximum accrual of 480 hours.

For a detailed description on compensation and benefits, please view the MOU for Mid-Managers on the City of Ceres website: www.ci.ceres.ca.us.

THE BENEFIT TERMS AND CITY CONTRIBUTIONS ARE CURRENTLY UNDER REVIEW AND SUBJECT TO CHANGE.

The City of Ceres Complies with the Americans with Disabilities Act

The City considers all reasonable accommodations for the disabled to participate in employment, programs and facilities. Please notify Human Resources in writing and in advance of any/all testing to request special accommodations during the recruitment and examination processes. Written medical verification may be required to determine appropriate accommodations.

Equal Opportunity Employer.

