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range planning, coordination, security and quality assurance efforts to integrate and support all information systems within the City. Aligns information technology with business needs of the departments in support of the City's Strategic Plan.

4. Confers with department heads to determine information technology and communication needs to ensure compliance with standards and compatibility with the City's infrastructure and develops, implements and supports appropriate programs based on systems analyses.

5. Establishes standards and guidelines for the acquisition, installation, and the use of computers, local area networks, application systems, and broadcasting, communication and telecommunication systems. Negotiates, institutes, and manages bidding, contracts and implementation of general and professional services contracts.

6. Directs the preparation, dissemination and implementation of information technology standards, policies, regulations, programs and results yielding efficient and cost-effective information and telecommunication services.

7. Works closely with City staff and community representatives regarding the open government initiative as it relates to information technology systems.

8. Analyzes the effectiveness of departmental practices, programs, and staffing and makes corresponding recommendations for improvement; considers appropriate utilization of full time and part time staff.

9. Selects, trains, motivates, and evaluates the work of staff; coaches and develops staff and considers succession planning needs; works with employees to correct deficiencies; recommends and implements disciplinary procedures in consultation with Human Resources Department.

10. Maintains current knowledge of technology trends and developments, and operating practices essential to implementing successful new technology programs and achieving effective and efficient operations.

11. Makes oral and written presentations to the City Council, City staff, and community groups

12. Participates as a member of the Executive Management Team.

QUALIFICATIONS GUIDELINES

Knowledge of:

Principles and practices of Information Technology systems; methods and process of systems analysis; principles of supervision, training and employee relations; budget preparation and administration; capacities, characteristics and limitations of information technology equipment including, but not limited to mainframe, networks, personal computers and word processing systems; data processing and applications including computer programming and logic; the most current software and hardware applications.

Ability to:

Train, assign, direct, manage, organize and evaluate the work of departmental staff; establish and assess the effectiveness of departmental programs, policies and objectives in meeting city and community service needs; recommend improvements to increase departmental operating effectiveness; implement innovative technology solutions to assist City with open government initiatives and department effectiveness and efficiency. Prepare clear and comprehensive written reports for review by management, and City Council; analyze departmental revenues and expenditures and recommend budgetary allocations; make effective presentations to the City Council, City Manager, and community groups; communicate effectively, both orally and in writing; establish and maintain effective working relationships with staff, management, contractors, vendors, City Council, and other public and private representatives; operate computer hardware and modern office equipment; use word processing, spreadsheet, graphics, and records management software.

Education/Training/Experience:

Graduation from an accredited college or university with a baccalaureate degree in information technology or a related field; and eight (8) years of increasingly responsible experience in the administration of information technology systems, which included analysis, implementation and programming; such experience must include three years in a management capacity.

Licenses, Certificates; Special Requirements:

Ability to attain a valid Class C California driver's license, acceptable driving record, and proof of auto insurance in compliance with the City's Vehicle Insurance Policy standards.

Ability to work extended hours in order to complete projects, attend meetings, and accommodate City needs.

In accordance with California Government Code Section 3100, City of Manhattan Beach employees, in the event of a disaster, are considered disaster service workers and may be asked to protect the health, safety, lives, and property of the people of the State.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, the employee is constantly required to sit, and occasionally to stand and walk. Finger dexterity and light grasping is required to handle, feel, or operate computer hardware and standard office equipment; and reach with hands and arms above and below shoulder level. The employee occasionally lifts and carries records and documents typically weighing less than 25 pounds.

Sensory demands include the ability to see, talk, and hear.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data; thoroughly analyze and solve problems; exercise sound judgment in the absence of specific guidelines; use math and mathematical reasoning; establish priorities and work on multiple assignments and projects concurrently and meet deadlines given interruptions; and interact appropriately with staff, management, City officials, contractors, vendors, public and private representatives, and others in the course of work.

WORK ENVIRONMENT

The employee frequently works in office conditions with controlled temperature settings.

The employee frequently attends meetings, functions, and other City events, including those held in evenings and weekend hours. The employee occasionally drives to project sites to evaluate developments and is exposed to loud construction noise, dust, and debris, traffic, and variable weather conditions.