Ordinance No. _____108_____-98

BY:_____Anne H. Porter_____

An Ordinance to establish the position of Information Systems Manager for the City of Bexley, Ohio; to establish a salary; to establish job responsibilities and qualifications; and to delete the position of Information Systems Supervisor.

BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BEXLEY, OHIO:

Section 1.    That the position of Information Systems Manager is established to conduct the day to day operations of the City of Bexley's information systems.

Section 2.    That the position shall have a salary as in the following steps:

| January 1, 1999 | $45,300 |
| January 1, 2000 | $47,500 |
| January 1, 2001 | $49,900 |
| January 1, 2002 | $52,400 |

and thereafter established by this Council, and shall be entitled to all other rights and benefits provided to salaried personnel.

Section 3.    That the qualifications for the position, the duties to be performed, and the knowledge, skills and abilities to perform such duties shall be consistent with the classification specification set forth in the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984 and as defined in the classification specification for Information Systems Manager attached to and made a part of this Ordinance.

Section 4.    That Schedule II of Ordinance No. _____-99 should be, and it hereby is, amended to add the new position of Information Systems Manager to the schedule of positions.

Section 5.    That the position of Information Systems Supervisor should be, and hereby is, deleted from the Position Classification Plan adopted by the Bexley Civil Service Commission in April of 1984.

Section 6.    That this Ordinance shall take effect and remain in force from and after the earliest period allowed by law.

Passed:_____, 1998

_____
President of Council

Attest:_____
Clerk of Council

December 22, 1998 - first reading

January 12, 1999 - Second reading

January 26, 1999 - Third reading.
Tabled

Amended Ordinance signed 2/9/99

Approved:_____3\10\99____, 1998

_____
David H. Madison, Mayor

Information Systems Manager

## CITY OF BEXLEY
## CLASSIFICATION SPECIFICATION

### Information Systems Manager

Job Responsibilities:

Under general direction, oversees and/or performs a variety of tasks concerned with the overall operation of the City's information systems, including, but not limited to, computer, cable and telecommunications. Work involves planning, organizing, coordinating, maintaining and managing systems for each of these technologies; providing technical assistance to users, evaluating hardware and software, maintaining a security system, and other related duties as required.

Qualifications:

Any combination of training and work experience which indicates possession of the skills, knowledge and abilities listed below. An example of an acceptable qualification for this position is completion of secondary education, two years of technical training and three to five years experience working with information systems, government data operations or any equivalent combination of training and experience.

Essential Job Functions:

Assists with the design, installation and maintenance of the City-wide information network and provides support to users, vendors, residents and organizations.

Manages City-wide inventory of hardware and software; orders hardware, software, supplies and materials; and manages software licenses.

Assists with developing policies and procedures for information system updates and support.

Understands the operations of all City departments and divisions and assists staff with implementing technology into their operations.

Provides technical assistance to users; reviews requests for system changes; recommends alternate solutions; troubleshoots hardware and software problems; and makes recommendations for solutions to problems.

Coordinates updates to the system as appropriate; modifies and maintains systems backup procedures.

Provides staff assistance to the Bexley Technology Commission and attends meetings.

Reviews periodicals, belongs to technical groups and takes other steps to keep abreast of developments in the field.

Knowledge, Skills and Abilities Necessary to Perform Duties:

Knowledge of information systems, personal computers and software applications.

Ability to move and transport computer equipment and computer supplies and materials.

Ability to provide technical assistance and support by analyzing difficult problems and recommending solutions.

Ability to repair personal computers, peripherals and communication equipment.

Ability to establish and maintain effective working relationships with other employees, department heads, vendors, professional organizations and the public.

Ability to communicate effectively both orally and in writing.

Knowledge of operations, safety standards and precautions pertaining to the use of modern technical equipment.

Ability to train users on hardware and software applications.

Knowledge of local government operations.

Knowledge of Federal and State regulations and standards relating to management of information systems.