

ORDINANCE NO. 61 -00

By: Jed Morison

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

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

Section 1. That the position of Information Systems Assistant is established to assist in the day to 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:

- Step 1. (Effective date of hire to 12-31-2001): \$22,000.00
- Step 2. (Effective 1-1-2002): \$23,320.00
- Step 3. (Effective 1-1-2003): \$24,720.00

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 classifications 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 Assistant attached to and made a part of this Ordinance.

Section 4. That Schedule II of Ordinance No. 3-00 should be, and it hereby is, amended to add the new position of Information Systems Assistant to the schedule of position.

Section 5. That this Ordinance shall take effect and remain in force from and after the earliest period allowed by law.

Passed: _____, 2000

President of Council

Attest: _____

Approved: _____, 2000

David H. Madison, Mayor

*7/25/00 first reading
9/12/00 second reading*

9/26/00 withdrawn by unanimous consent

CITY OF BEXLEY
JOB DESCRIPTION

Job Title: Information Systems Assistant
Reports To: Information Systems Manager
FLSA Status: Non-Exempt

SUMMARY

Assists the Information Systems Manager with the day to day operation of the information systems for the City by performing the following essential duties and responsibilities:

EDUCATION and/or EXPERIENCE

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 one year experience working with information systems, government data operations or any equivalent combination of training, education and experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Day to day management of the information technology for the city will include, but will not limited to the following:

The Maintenance and Monitoring of the Information Systems security and data protection.

Serves as the user support specialist to aid city personnel in the daily operation of the information systems.

Assists the Information Systems Manager with implementation of Disaster recovery procedures.

Assists in the development and expansion of the Internet, Intranet, Email, and Voice mail systems.

Assists the Information Systems Manager with the procurement of hardware and software.

Provides clerical assistance for the Bexley Technology Commission.

Assists with the management of the Telecommunications Act and the Right of Way Ordinance.

Manage the electronic dissemination of city Information including the Web site, Email and Internet capabilities.

Support of the City network infrastructure

Assists in the training of City personnel in information systems.

Photographs, or coordinates the photographing of city events and landmarks; utilizes photographs for news releases, publications and permanent file.

Maintains a file of daily and weekly newspaper articles of interest to the City; scans newspapers; collects articles; provide copies to appropriate individuals.

Talks with school groups and other interested organizations; provides information on how City government functions.

Responds verbally and in writing to inquiries from the public.

Responds to telephone inquiries regarding general information concerning the City.

Participates in special projects.

SUPERVISORY RESPONSIBILITIES

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below 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.

LANGUAGE SKILLS

Ability to read, analyze, and interpret common scientific and technical journals. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribe style and format. Ability to effectively present information to top management, public groups, and residents.

MATHEMATICAL SKILLS

Ability to work with mathematical concepts and ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Ohio Driver's License.