

**SENIOR INFORMATION TECHNOLOGIES ANALYST**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

**DEFINITION**

Under general direction, performs complex, sensitive and highly responsible administrative and technical work in the development, maintenance, security, monitoring, and operation of municipal information systems; supervises the work of professional and technical staff involved in a variety of information system technology activity; trains and supports users on system operation and maintenance; and performs related work as required.

**CLASS CHARACTERISTICS**

This is the advanced journey level classification in the Information Technologies Analyst series' which include Applications Analyst I-IV and Information Systems Analyst I-IV. The technical complexity, analytical expertise, and supervisory responsibility distinguish it from the other Analyst classifications.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Manages a variety of administrative and technical projects including monitoring project budgetary performance; compliance with applicable specifications, rules, regulations and laws pertaining to business applications, systems and programming; oversees preparation of initial and final systems design and documents necessary for delivery to customer; coaches and trains staff in job related skills; plans, prioritizes, delegates and reviews the work of assigned project staff; research, evaluate, and recommend alternative technologies to enhance the City's information technologies capabilities; evaluates capabilities of existing systems for viability, conformance to standards, and contemporary business techniques and makes recommendations for modifications; coordinates, prioritizes, assigns and monitors work projects to unit staff; works in cooperation with other lead and supervisory staff to coordinate the utilization of personnel on integrated projects outside of the work unit; resolves complex problems encountered by the unit in preparation or execution of system projects; performs other duties as assigned or requested.

**MINIMUM QUALIFICATIONS**

**Knowledge of:**

- Advanced principles, practices and techniques of Information Technology analysis, management, and general administration;

**CITY OF OCEANSIDE**

**Senior Information Technologies Analyst (Continued)**

- Principles, practices and methods used in the organization and operation of municipal government;
- Principles and practices of organization, administration, budgeting and personnel management;
- Information technology systems and programming, including knowledge of data base systems and languages compatible with the City's computer systems.
- Operation and applications of information processing equipment, methods, principles, and practices as related to municipal operations and management information systems;
- Research methods and techniques and methods of report presentation.
- Budget preparation and analysis and management techniques;
- Principles and practices of supervision; and
- Principles and practices of customer service.

**Ability to:**

- Plan, organize and manage information programs and activities to a superior degree;
- Make decisions concerning equipment needs, scope of assignments, and allocation of resources;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Prepare and present reports;
- Properly interpret and make decisions in accordance with laws, regulations and policies;
- Exercise sound judgment, flexibility, creativity, sensibility, and common sense in response to changing situations and needs;
- Plan and organize work with a high degree of independence of action;
- Conduct research and prepare complete and accurate analysis, reports and recommendations on a variety of issues;
- Prepare clear and concise oral and written reports, both narrative and statistical;
- Establish and maintain effective working relationships with all levels of City staff, other governmental agencies and the general public;
- Plan and supervise the work of others;

**Experience and Training Guidelines**

**Experience:** A minimum of four years of highly responsible information technologies project management experience, including three years lead or supervisory experience overseeing project teams and direct subordinates.

**Training:** Graduation from an accredited college or university with a Bachelor's degree in Computer Science, or a Bachelor's degree in business or a closely related field with major coursework in computer science.

**License or Certificates:** Possession of, or ability to obtain, an appropriate, valid driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:** Office environment; exposure to computer screens.

**Physical Conditions:** Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; heavy to moderate lifting; extensive use of computer keyboard, extensive verbal and electronic communication with system users.

**Special Conditions:** Positions may require working some weekend and evening hours; may be required to adjust work schedule to meet Information Technology's needs.