

<a href="#">Salary Schedule</a>	<a href="#">MOU</a>	<a href="#">Benefits</a>
---------------------------------	---------------------	--------------------------

City of Alameda  
Code No. 7300  
Approved by CSB  
October 7, 2009

**UTILITY INFORMATION SYSTEMS SUPERVISOR**

**DEFINITION**

Under general direction, functions as the administrative supervisor of the Utility Information Systems Billing section and is responsible for the planning, development and maintenance of the department's information technology program and strategy, including system upgrades as well as the design of new systems, selection and upgrading of equipment configurations, processing and reporting. Provides liaison with all users of the information system and develops improved techniques, methods and procedures for expediting the effective and efficient use of the information system by all employees; performs other related duties as required.

**EXAMPLES OF DUTIES**

1. Plans, develops and implements programs, methods and procedures related to the information systems function of Alameda Municipal Power.
2. Develops and implements a department-wide long-range information systems strategy which involves discussions with other managers and supervisors regarding current and anticipated information system requirements, applications development and enhancement requests.
3. Supervises and performs design, programming and implementation of new information systems.
4. Prioritizes the acquisition, development and/or implementation of new and enhanced information technology systems to meet user needs.
5. Maintains the security of all records and data banks maintained on the information systems.
6. Provides cost forecasting for all computer services activities.
7. Prepares and submits information pertinent to the preparation of budgets and long-range plans.
8. Supervises trains and evaluates assigned staff.

**EMPLOYMENT STANDARDS**

Education/Experience

Any combination equivalent to education and experience likely to provide the required knowledge and abilities. A typical way to obtain the knowledge and abilities would be:

Education: Graduation from an accredited four year college or university with major course work in information systems, computer sciences, accounting, mathematics, public or business administration or a related field.

Experience: Three years of responsible experience in information systems, computer systems and analysis including at least two years supervising and managing staff.

Knowledge

Knowledge of information systems equipment functions and capabilities; principles, methods, and techniques used in research and statistical analysis of various public sector disciplines; application software analysis, development and design, programming and implementation of both batch and on-line systems; and principles and practices of management, supervision, and training.

Ability

Ability to effectively plan, organize and direct activities of an information system section; identify and conceptualize information systems needs and work flow sequences; develop programs optimizing information system use within system design constraints; analyze problems, identify alternative solutions, project consequences of proposed actions, implement recommendations in support of goals; analyze existing systems, processes, and procedures and modify/develop changes as necessary; plan, organize and prioritize work assignments; establish and maintain accurate records; maintain level of knowledge required for satisfactory job performance; communicate effectively; establish and maintain effective working relationships with employees and the general public and supervise, train and evaluate assigned staff; establish work priorities and ensure timely completion.

Special Requirement

Willingness and/or ability to work outside regularly scheduled hours to meet operational needs and to respond to after-hours emergency calls as required.

City of Alameda

Utility Information Systems Supervisor, 7300

Page 2 of 2

Other Requirements

Selected positions require possession of a valid California Driver's License and satisfactory driving record as a condition of initial and continued employment.

CL: Human Resources Department

9/24/09