

Writes and evaluates bid proposals for telecommunications and information technology goods and services. Maintains and administers contracts for various telecommunications and information systems services, as well as infrastructure equipment.

Develops and implements objectives, policies and procedures.

Projects long range city-wide information technology goals. Assists in the preparation of the department's annual budget and financial plans.

Provides technical assistance to City employees. Keeps current with technological advances. Performs administrative duties to include payroll processing, writing reports and correspondence, conducting research, compiling data and maintaining various records and files.

Performs other related tasks as required.

Knowledge, Skills, and Abilities

Knowledge of the principles, techniques, and equipment used in information systems management and communications. Knowledge of the principles, practices and methodology of systems analysis. Knowledge of computer programming, computer systems, and electronic data processing equipment. Knowledge of the operation of public safety communication systems, program planning, project development, software and computer programming. Knowledge of data base management systems, concepts and programming languages. Knowledge of Local and Wide area networks. Knowledge of the principles, techniques, and equipment used in radio and telephone communication systems; PC operating systems and software used in the City. Knowledge of public safety computer aided dispatch and records management systems. Knowledge of applicable City, State and Federal laws, rules, and regulations. Knowledge of geographic information system data bases. Knowledge of the information system needs of all City departments and project management.

Ability to install, operate and conduct testing of information system equipment, and to monitor complex systems and detect and correct system problems. Ability to develop and implement policies and procedures; prepare budgets, conduct research, and write reports. Ability to train and provide technical assistance to users. Must have the ability to present technical information clearly to lay and professional groups. Ability to establish and maintain effective working relationships with employees, peers, officials, other agencies, and the public. Excellent verbal and written communication skills are necessary. Ability to supervise the work of others in a manner conducive to full performance and high morale.

Physical Requirements

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of telephone and personal contact as normally defined by the ability to see, read, talk, sit, stand, hear, use hands to fingers, handle, feel or operate objects, read and write English. Physical capability to effectively use and operate various items of office equipment; such as but not limited to a personal computer, calculator, copier and fax machine. Work is predominately indoors within a usually quiet to moderately noisy environment. May involve some lifting, carrying, pushing and/or pulling of objects and materials weighing up to 20 pounds. May involve extended periods of time at a keyboard or work station.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Minimum Education and Experience

Bachelor's degree in computer sciences or related field. Advanced degree preferred.

Six (6) years of responsible information systems experience to include three (3) years at a supervisory/management level.

Experience in information technology to include data communications, radio and telephone communication systems, intra/internet structure transmissions, installation and maintenance of local and wide area networks.

Valid Florida Driver's License.