

KNOWLEDGE, SKILLS, ABILITIES

Knowledge of:

Project management
Principles, applications, techniques, and state-of-the-art solutions related to computer technology, networks/data communications, personal computers and telecommunications
Basic principles of organization and budgets preparation
Leadership and management techniques and methods

Ability to:

Define and provide customer service based on established service level agreements
Supervise, train, and develop employees effectively
Monitor and review programs and determine their effectiveness
Determine the most effective utilization of equipment and human resources
Communicate effectively in writing, and make oral effective presentations of technical information and ideas in a clear manner
Establish and maintain effective working relationships with City staff, City officials, and vendor organizations

WORKING CONDITIONS

Office setting.

MINIMUM QUALIFICATIONS

Bachelor's Degree in Management Information Systems or a related field and five years of senior management level experience in leading an information technology department or organization.

Any equivalent combination of training and experience that provides the required knowledge, skills, and abilities, is qualifying.