



CITY OF BARTLESVILLE IT SUPERVISOR

JOB SUMMARY

Plans, organizes and administers a comprehensive program to provide leadership and direction to the Information Systems staff; interprets the goals and policies of the City Council under the direction of the Administrative Director/CFO. Carries out supervisor responsibility in accordance with City policies, procedures and applicable laws including; interviewing, hiring and training, planning, assigning and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems. Supervises and directs all activities of the Information Systems Department. Plans long-range goals, objectives, organizational structure, and overall direction for the operational and developmental phases within the department. Analyzes current and potential computer usage to plan for the computer equipment and systems needed to provide efficient capacity and response for current and future computing needs. Analyzes and compares the costs and benefits of new computer hardware and software to determine which applications to purchase for the organization; makes recommendations regarding purchases. Monitors performance, growth, and user requirements for a computer system/subsystem to assure reliability, sufficient capacity, and maintainability; identifies and resolves the causes of system failures or malfunctions and coordinates efforts to correct the problem. Installs new programs, systems and software, and integrates them with existing systems to ensure smooth interaction and implementation. Tests systems to ensure proper processing before implementation. Plans, allocates, and monitors time, people, equipment, and other resources for the department to ensure efficient organization and completion of work. Creates and designs plans and specifications, using all available sources of background information, for a project or program to meet the needs of the organization. Performs special assignments as requested, to include researching and preparing reports and projects, developing and implementing programs, and presenting technical data to management, elected officials, and others. Develops, communicates, and monitors policies, procedures, and standards for the department; recommends improvement when necessary. Maintains and upgrades professional knowledge, skills and development by attending seminars and training programs and reading trade and professional journals and publications. Performs other related duties as assigned.

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience: Bachelor's degree from an accredited four-year college or university in Computer Science, or a related field; and, six (6) or more years of progressively responsible experience; or, any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job. **Licenses and Certifications:** None. **Knowledge of:** Principles, practices and theories of Computer Science and Information Systems Technology. Network protocols and security. Programming basics. Computer troubleshooting and repairing. All Computer applications and hardware related to performance of the essential functions of the job. Budgetary and finance principles and practices. Basic accounting principles and practices. Administration of staff and activities, either directly or through subordinate supervision. Applicable state, federal and local ordinances, laws, rules and regulations. Methods and techniques of research, statistical analysis and report presentation. **Skill In:** A high level of analytical skills necessary in order to develop and implement department mission, goals and procedures; determine needs for capital expenditures, personnel and operating budgets; and prepare special reports or analysis for jurisdiction or outside agencies. An advanced level of interpersonal skills necessary in order to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials and vendors supplying good or services to the jurisdiction. Analyzing and resolving office administrative situations and problems. Researching, compiling, and summarizing a variety of informational and statistical data and materials. Organizing work, setting priorities, meeting critical deadlines, and following up assignments with a minimum of direction. Communicating clearly and effectively, orally and in writing. Planning, organizing, assigning, directing, reviewing and evaluating the work of staff. Selecting and motivating staff and providing for their training and professional development. **Mental and Physical Abilities:** Significant ability to concentrate and pay close attention to detail in reviewing, preparing and presenting budgets, reading and writing report, or representing department at in-house or outside public meetings. Ability to speak effectively before groups of employees. Ability to define problems, collect data, establish facts and draw valid conclusions. Ability to interpret a variety of technical instructions with abstract and/or concrete variables. Ability to read, analyze and interpret professional periodicals and journals, technical procedures and government regulations. While performing the essential functions of this job the employee is frequently required to sit, use hands to finger, handle or feel, climb or balance, lift and/or move up to 25 pounds, and speak and hear. **Working Conditions:** Work is typically in a normal office environment but there will be times when work will be conducted outdoors. While performing the essential functions of this position the employee may be exposed to risk of electrical shock. The incumbent's working conditions are typically moderately loud.

HOW TO APPLY: Submit Application to Human Resources, 2nd Floor, City Center, 401 S. Johnstone Ave., Bartlesville, OK

Applications will be accepted from August 3, 2017 through August 31, 2017 or until position is filled.

Salary varies depending upon qualifications; salary range is \$30.79 - \$46.19 per hour.

AN EQUAL OPPORTUNITY EMPLOYER

City of Bartlesville, 401 S. Johnstone Ave., Bartlesville, OK 74003 / 918-338-4261