



Employees of the City of Redmond recognize that providing the finest customer service to our citizens and co-workers is best accomplished through INTEGRITY, ACCOUNTABILITY, LEADERSHIP, CREATIVITY, AND RESPECT

POSITION: COMMUNICATION & INFORMATION SYSTEMS MANAGER
CIS Department

This is a full-time, Exempt, non-represented position; excellent benefit packet when eligible.

Duties include but are not limited to:

Plan direct, and review the activities and operations of the City's CIS Department including administration, operations, business support services and application services.

STARTING SALARY-\$5961 with increase available after 6 months, then annual salary increases per policy.

MINIMUM QUALIFICATIONS:

Eight (8) years of increasingly responsible information technology management experience. At least three (3) of those years must have been spent managing professional or technical staff in small to medium organization. A bachelor's degree in computer science, public administration, business administration or related discipline is required OR any satisfactory equivalent combination of education, training, and experience relevant to the position.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

HOW TO APPLY:

Request application packet from:

Oregon Employment Dept, Redmond Office
Phone: (541) 548-8196 x324
2158 SE College Loop, Suite B
Fax: (541)548-6379
Redmond, OR 97756
E-mail: Charlene.V.Miller@state.or.us

CITY OF REDMOND APPLICATION, CURRENT RESUME, AND LETTER OF INTEREST

(indicating why you want to be considered for this position) must all be received by the above Employment Office. Applications will be accepted until the position is filled. Review of the application materials will begin on May 29, 2008. Application materials may still be submitted after this date.

Please be aware after a minimum of two weeks, this recruitment may close without further notice.

Only those applicants who are selected to participate in the interview process will be notified.

Final candidate(s) selected for a position will be required to pass a drug screening and a thorough criminal history investigation.

It is the policy of the City of Redmond that there will be no discrimination or harassment on the basis of age, disability, gender, marital status, national origin, race, religion, sexual orientation, or veteran status in any educational programs, activities, or employment. The City of Redmond makes employment decisions based upon the evaluation of an individual's qualifications, ability and potential to contribute to the success of the City.

If you require special accommodations for testing, interviewing or other employment-related activity, you must provide 48 hours notice to the ADA Coordinator Mike Viegas at (541) 504-3032, or through the Telecommunications Relay Service (TRS) which enables people who have difficulty hearing or speaking in the telephone to communicate to standard voice telephone users. If anyone needs TDD (Telecommunications Device for the Deaf) or STS (Speech To Speech) assistance, please use one of the following TRS numbers: 1-800-735-2900 (voice or text), 1-877-735-7525 (STS English) 1-800-735-3896 (STS Spanish).

Equal Opportunity / Affirmative Action Employer
Drug Free Workplace

This announcement is not an implied contract and may be modified or revoked without notice.



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CITY OF REDMOND

POSITION DESCRIPTION

POSITION TITLE: Communication & Information Systems Manager
DEPARTMENT: CIS
FLSA STATUS: Exempt
SALARY GRADE: Grade 24
EMPLOYEE GROUP: Management / Non-Represented

PURPOSE OF POSITION:

To plan direct, and review the activities and operations of the City's CIS Department including administration, operations, business support services and application services.

ESSENTIAL JOB FUNCTIONS:

Administer, direct, and manage the CIS Department. Services the department delivers includes: staff management, training, and development; systems software development, implementation and maintenance; hardware and software acquisition and maintenance; telecommunications systems management; data communications systems management.

Develop, implement and maintain a CIS strategic plan that addresses long and short term goals.

Recommend, develop and administer policies and procedures related to the use of information technology.

Assist in the development of strategies and action plans for the introduction of new technology and services for City departments.

Direct, oversee and participate in the development of the CIS Department's work plan; assign work activities, projects and programs; monitor work flow; review and evaluate work products; develop, implement and maintain internal procedures.

Coordinate departmental activities with those of other departments, outside agencies and organizations; prepare and present staff reports and other necessary correspondence.

Participate in professional groups, committees and task teams as assigned or as otherwise necessary.

Participate in the Development of the departmental budget. Develop and achieve budget goals. Forecast funds needed for equipment, materials and supplies. Monitor and approve expenditures. Justify mid-year adjustments.

Perform other work as required.

JOB QUALIFICATION REQUIREMENTS:

Mandatory Requirements:

Eight (8) years of increasingly responsible information technology management experience. At least three (3) of those years must have been spent managing professional or technical staff in at small to medium organization. A bachelor's degree in computer science, public administration, business administration or related discipline is required OR any satisfactory equivalent combination of education, training, and experience relevant to the position.

Special Requirements/Licenses:

Possession of, or required to obtain a valid Oregon drivers' license within 30 days of hire. Must have a safe driving record.

Necessary Knowledge, Skills and Abilities:

Knowledge of network administration, data center operations, data security, business processes analysis, and best practices and principles of applied information technology.

Knowledge of the laws and regulations governing information services technology; practices and principles of public/business administration and decision-making related to information services.

Knowledge of the municipal organizational structure and operations, and how technology can be used effectively to improve service delivery.

Skills in the management and delivery of corporate technology services.

Skills in the application of the principles and practices of municipal government budget preparation and administration.

Ability to productively manage a team and participate in a team environment. Including the ability to develop a team approach to produce high quality results; establish and maintain effective working relationships with employees, City Council, contractors, other agencies, customers and the general public.

Ability to communicate effectively both orally, and in writing with diverse customers, employers, contractors, City Council and the general public; use word processing, spreadsheet and other software programs as required for position.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Assistant City Manager who holds the employee accountable for work performed.

SUPERVISORY RESPONSIBILITIES:

Provides complete supervision to assigned employees including oversight and final authority for assigning and reviewing work and evaluating performance to comply with policies and procedures.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

TOOLS AND EQUIPMENT USED:

Computer, including word processing, data base, Internet, and spreadsheet programs; typewriter, calculator, telephone, copy machine, fax machine and postage machine. Other required tools and equipment necessary to maintain the City's information systems. This position requires use of City vehicles.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

While performing the duties of this job, the employee works in an office environment; the employee rarely works in outside weather conditions. The noise level in the work environment is usually quiet.

This position is subject to 24 hour call back for emergency situations and hours beyond the normal work schedule may be required.

This description covers the most significant essential and auxiliary duties performed but does not include other occasional work which may be similar, related to, or logical assignment to the position.

The job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Mike Patterson
City Manager

January 1, 2008
Date

Sharon Harris
Human Resources Director

Adopted: January 1, 2008