

AMENDED

San Joaquin County is recruiting for:



INFORMATION SYSTEMS MANAGER

THE POSITION

The San Joaquin County Information Systems Division is recruiting for qualified candidates who are interested in a challenging and rewarding position as an Information Systems Manager to supervise and lead the team responsible for the County's Public Safety Radio system.

The Information Systems Manager will be responsible for the proper operation of the County's Public Safety Radio system. The successful manager will have the attention to detail and dedication to ensure the radio system is operating 24/7 for all first responders within San Joaquin County. The incumbent will lead a team responsible for multiple large, complex radio projects implementing new technologies not previously used in San Joaquin County. The Information Systems Manager will also be an integral part of the team to design and implement both short and long range strategies to further improve the capabilities of the Public Safety Radio system.

IDEAL CANDIDATE

An ideal candidate possesses a strong background and experience in implementing, operating and/or managing a Public Safety Radio communications system. This experience is gained by a candidate's experience with Motorola P25 simulcast radio systems. Experience with Motorola P25 trunked radio system and Aviat Microwave equipment is beneficial, but not required. Strong interpersonal skills, an ability to build consensus, and an ability to communicate with all levels within an organization are also key to be successful in this role.

THE DEPARTMENT

The Information Systems Division (ISD), a support division of the County Administrator's Office, provides information processing services, support, and coordination to County departments and focuses on bringing new Information Technologies to the County Departments at optimal cost.

Come join the Information Systems Division of San Joaquin County!

San Joaquin County is an extraordinary place to work and live. A land of beauty, recreation and natural riches from the waters of the Delta to the vines of the wine, San Joaquin County has it all. San Joaquin County boasts seven cities and some of the finest opportunities in the state for boating, fishing, camping, history gathering, or just plain fun in the sun. Each city, as well as the unincorporated county areas, offers a unique opportunity to enjoy natural California beauty and nature, or music, arts and culture. Whatever your interest, it can most likely be found in San Joaquin County.

San Joaquin County is an Equal Opportunity Employer



Human Resources
44 N. San Joaquin St.
Third Floor, Suite 330
Stockton CA 95202
Phone: (209) 468-3370
Fax: (209) 468-0508

Recruitment Announcement:

0915-RI1010-01

INFORMATION SYSTEMS MANAGER

COMPENSATION AND BENEFITS

Approximate Annual Salary: \$100,506 - \$122,158

Additional Benefits:

- ◆ 10% supplement for purchase of health benefits (valued from \$10,050 to \$12,215 annually).
- ◆ Vacation cash-out up to 8 days annually (valued from \$3,092 to \$7,515)
- ◆ A 1% employer contribution to the County's 457 Deferred Compensation Plan (valued from \$1,005 to \$1,221 annually)
- ◆ 1937 Retirement Act plan with reciprocity with CALPERS.
- ◆ 125 Flex Spending Benefits Plan.
- ◆ 12 days sick leave annually with unlimited accumulation.
- ◆ 10 days of vacation leave (15 days after 3 years, 20 days after 10 years, and 23 days after 20 years)
- ◆ 14 holidays per year
- ◆ 10 days administrative leave per year

This civil service position is exempt from FLSA and is unrepresented.

MINIMUM QUALIFICATIONS

NOTE: Supplemental application must be submitted with employment application.

Education: Graduation from an accredited four-year college with a major in computer science, communications, mathematics, accounting, public or business administration, or a related field.

****Experience:** Six years working in a government or comparably large information systems environment performing systems analysis, design, development and/or implementation, including two years of project management responsibility. Four years of the required experience must be managing a public safety radio communications network comprised of Motorola P25 simulcast radio equipment. Experience with FCC Licensing procedures and requirements. Experience with vendor contract management.

Substitution: Additional qualifying experience may be substituted for the required education on a year-for-year basis to a maximum of two years.

****Note: The above special recruitment requirements were approved by the Civil Service Commission on 09/09/15.**



APPLICATION SUBMITTAL AND SELECTION PROCEDURES

The competitive process includes submittal of completed San Joaquin County Employment Application and responses to the supplemental questions. Resumes will not be accepted in lieu of the required application materials. Completed application package must be submitted to the Human Resources Division by 5:00pm on **October 30, 2015**. Application materials may be obtained from and submitted to:

San Joaquin County Human Resources
44 N San Joaquin, Ste 330
Stockton, CA 95202
Tel: 209.468.3370
Fax: 209.468.0508
Or apply on-line at: www.sjgov.org/hr

All application materials will be reviewed and must demonstrate that you possess the knowledge, skills and abilities required for the position. All qualified applicants will be invited to an oral exam, a structured exam which typically includes a practical exercise. For selection procedures and a complete job description, please visit: www.sjgov.org/hr.



SAN JOAQUIN COUNTY

INFORMATION SYSTEMS MANAGER

TYPICAL DUTIES

- ◆ Plans, organizes and directs, often through subordinate supervisors, the work of staff engaged in the analysis, design, implementation, programming, support and/or maintenance of information systems including mainframe, internet, network, client/server and/or desktop computer systems; coordinates the acquisition of hardware, software and related equipment; provides broad operational oversight in area(s) of assignment.
- ◆ Assures that production schedules and project deadlines are met; establishes work priorities and develops cost analyses; may serve as a project manager for both small and large scale projects; may coordinate and/or perform feasibility studies.
- ◆ Performs complex analytical studies; oversees the production of statistical, data and/or narrative reports and other documents; works with Human Resources, Labor Relations and other departments to provide data and reports for employer-employee relations purposes.
- ◆ Assists with Division policy development and implementation; researches and evaluates advances in information technology hardware and software including internet and/or web technology; develops and recommends County-wide standards for product evaluation and selection; reviews and recommends capital budget requests for equipment, staff and services; participates in Division budget preparation.
- ◆ Oversees system testing and quality control; meets and consults with customers and vendors regarding service delivery needs; coordinates problem solving, conflict resolution, escalations; responsible for disaster recovery; serves as technical resource for identifying complex problems with systems hardware, software and/or programs.
- ◆ Oversees staff development and training in assigned areas; may develop and/or present County-wide training programs on information technology issues; may perform training-related needs assessments and recommend County-wide training plans.
- ◆ Schedules and attends staff meetings; may serve on committees and task forces.

MISSION/VISION

The Information Systems Division's mission is to "support technology solutions that create opportunities to transform the way service is brought to the public through leading, integrating, partnering, educating, consulting, and supporting."

Information Systems Division supports technology solutions that create opportunities to transform the way service is brought to the public through:

Leading: Guiding the organization into the technologies of the future

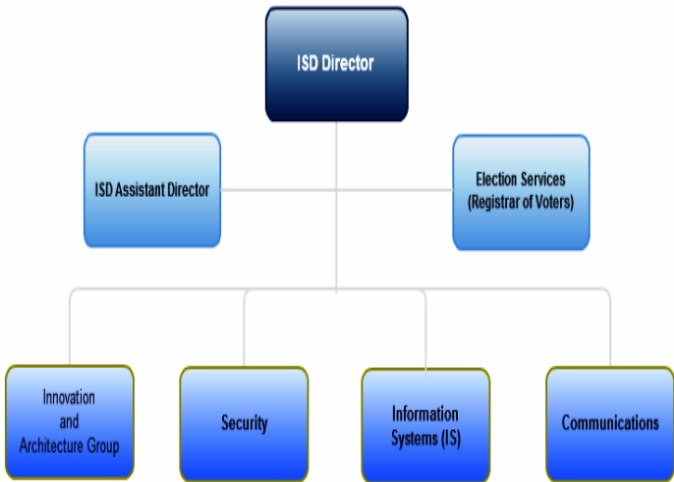
Integrating: Expanding services through information sharing

Partnering: Building success by combining resources

Educating: Creating a technologically enabled organization

Consulting: Sharing knowledge and skills to achieve solid business decisions

Supporting: Aligning roles to meet changing service needs.





SAN JOAQUIN COUNTY

INFORMATION SYSTEMS MANAGER

SUPPLEMENTAL QUESTIONS

The supplemental application must be completed and attached to the standard application form. This is an important part of your application package that will allow us to thoroughly assess and evaluate your qualifications for the position of Information Systems Manager.

1. A Bachelor's degree from an **accredited** college or university is required to qualify. Do you possess a Bachelor's degree? Yes No

Bachelor's Degree:

Major: _____

College/University: _____

If you answered **no**, please provide total number of units completed:

2. To qualify, applicants must possess six years of full-time paid experience working in a government or comparably large information systems environment which included two years of project management responsibility. Four years of that required experience must have been managing a public safety radio communications network comprised of Motorola P25 simulcast radio equipment; experience with FCC Licensing procedures and requirements; experience with vendor contract management.
- A. Please provide information regarding the size of government or comparable organization and the IT environment in which you worked (systems analysis, network, application development, implementation, etc.). Include the name of your employer, dates of employment and a detailed description of the job duties you performed, including your role in the agency.
 - B. Please provide information regarding your experience managing a public safety radio communications network comprised of Motorola P25 simulcast radio equipment and experience with FCC Licensing procedures and requirements. Include the name of your employer, dates of employment and a detailed description of the job duties you performed.
 - C. Please provide detailed information regarding your experience in vendor contract management. Include the name of your employer, dates of employment and detailed description of the job duties you performed.
3. Describe a public safety radio communications project you managed including the names of your employer, dates of employment and your specific role (project manager, project lead, technical lead, etc.). Include the scope of the project and the number of staff who directly reported to you on this project.

SUBSTITUTION

Additional qualifying experience may substitute for up to a maximum of two (2) years of the required education. If not included in the information provided previously, please provide the additional qualifying experience including the employer, dates of employment, and your role.