

**CITY OF POMPANO BEACH  
CLASS DESCRIPTION**

**JOB CODE 235**

**INFORMATION TECHNOLOGIES SUPERVISOR**

**GENERAL**

Responsible administrative and technical work, directing and coordinating management information systems. Work is performed under general administrative direction.

**EXAMPLES OF ESSENTIAL DUTIES**

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Plans, evaluates and directs City and departmental policies, programs and operations, such as documentation, data entry control, computer security, editing and report formats.

Supervises a technical staff engaged in developing new or revising current applications, maintaining systems software and operating main frame and on-line applications.

Confers with user departments regarding equipment needs and utilization, report scheduling and extension of services. Assigns work orders and evaluates implementation of changes. Performs technical duties as necessary.

Determines data system charges for equipment and utilization for financial records including budget preparation, maintains inventory records of technical manuals, lease and servicing agreements, and status of purchased equipment.

Confers with vendors regarding products to insure that computer capabilities exceed data requirements.

Plans and recommends modification or addition of machines, equipment and programs.

Performs related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Considerable knowledge of mainframe hardware and software using COBOL, CICS and RPG II.

Considerable knowledge of analyzing user needs, designing program and systems and implementing applications. Considerable knowledge of data base operations. Ability to supervise and evaluate technical staff. Knowledgeable in multi-level platforms. Must be Technically competent. Able to adapt to an ever changing environment. Able to assist with the systems and programming when necessary.

Effective oral and written communication ability and a knowledge of office methods and procedures is essential in this position. Ability to establish and maintain effective working relationships and the ability to work alone or as a member of a team

## **MINIMUM QUALIFICATIONS**

Bachelors in Computer Science or related field. Extensive experience in hardware installation, troubleshooting, and repair supplemented by technical training.

A comparable amount of training and experience may be substituted for the minimum qualifications.

## **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 the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle or feel objects and controls. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to a, personal computer, calculator, copier, and fax machine. No significant standing, walking, moving, climbing, crawling, reaching, and pushing, and pulling. Capable of lifting 50 lbs, kneeling, bending, reaching, carrying, handling related to computer equipment.

## **SPECIAL REQUIREMENTS**

Possession of a valid, appropriate driver's license and an acceptable driving record.

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