

CLASS SPECIFICATION
IT Strategic Planning Manager

FLSA Status: Exempt
Union Representation: Nonrepresented/Incumbents hired after January 4, 2008 are exempt from Civil Service (Ordinance 181459)

GENERAL PURPOSE

Under general policy direction, manages strategic planning and development of long-term information systems technology to meet bureau needs; evaluates and recommends the utilization of approaches for technology based on industry developments; advises and provides consultation to management on systems and data processing capabilities to meet City requirements; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

IT Strategic Planning Manager is responsible for managing, coordinating and participating in long-term strategic technology planning and development to meet bureau and City needs. An incumbent is expected to remain up-to-date on technology and technological advancements in order to develop, plan and implement new technologies and technological solutions for the bureau and the City. Assignments require the use of independent judgment on issues that are complex, interpretive and evaluative in nature.

IT Strategic Planning Manager is distinguished from BIT Operations Manager in that the incumbent in the latter class is responsible for managing, directing and integrating diverse information systems and technology programs and services for the City, including applications development, desktop and network support, technical operating systems and data communications systems and technology.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Any one position in this class may not perform all the duties listed below, nor do the listed examples of duties include all similar and related duties that may be assigned to this class.

1. Manages, coordinates and participates in long-term strategic planning and development of technology approaches to meet bureau and City needs; works with the bureau director to develop comprehensive technology strategies for the City; develops process improvements for improved efficiency through the use and implementation of new technology.
2. Provides consultation to bureau heads and managers and determines priorities for and feasibility of implementation and application of technological and data processing systems consistent with City requirements, capabilities and standards.
3. Ensures technical solutions, long-term systems architecture and technological investments are aligned with City and bureau goals and objectives.

4. Provides training and consultation to managers on planning IT systems and making decisions regarding the computerization of functions; advises user bureaus and managers on impacts of data processing applications.
5. Directs computer acquisition studies and makes recommendations for obtaining appropriate systems; establishes policies and approves written standards for the justification, development, implementation and operation of computer installations; reviews computer installations for compliance with established standards.
6. Establishes rates of performance for computer services for user bureaus.
7. Directs the development of and monitors performance against the biennial bureau budget and expenditures.

OTHER DUTIES

None.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Principles, practices and techniques of information technology management as applied to a large data processing service function, including applications design, hardware and software options for business, engineering and operations applications and the cost-benefit of systems alternatives.
2. Trends and directional developments in information technology as they apply to formulating technological solutions to corporate enterprise objectives and continuous improvement processes.
3. Customer relationship management and internal consulting concepts and practices.
4. Principles, practices, methods and techniques applicable to long-range and strategic technology planning.
5. Project management tools and techniques, including project cost accounting and project change management and control.
6. Laws, regulations and ordinances applicable to City acquisition and use of computers.
7. Systems integration and optimization design concepts and techniques.
8. City operations and functions and associated information systems and technology issues.
9. Principles and practices of public administration, including budgeting and purchasing.

10. Research methods and statistical analysis techniques.

11. Principles and practices of sound business communication.

Ability to:

1. Plan, organize, integrate and manage systems development, administration and computer operations programs and services.
2. Identify information management and technology issues and opportunities, analyze problems and alternatives and develop sound conclusions and recommendations.
3. Analyze client business and technology needs, formulate conceptual frameworks and apply state-of-the-art technology to developing integrated, efficient and cost effective solutions.
4. Provide leadership in evaluating complex technology strategies and developing approaches that maximize return on investment.
5. Set priorities and allocate resources to meet client needs in a timely, effective manner.
6. Exercise project management tools and techniques to ensure projects are completed on time and budget.
7. Understand, interpret, explain and apply City, state, and federal policy, law, regulation and court decisions applicable to areas of responsibility.
8. Establish and enforce technological standards.
9. Present proposals and recommendations clearly and logically.
10. Represent the City effectively in meetings on a variety of technology issues.
11. Prepare clear, concise and comprehensive correspondence, reports, studies and other written materials appropriate to both technical and non-technical audiences.
12. Exercise sound, expert independent judgment within general policy guidelines.
13. Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
14. Establish and maintain effective working relationships with all levels of City management, other governmental officials, consultants, vendors, employees, the public and others encountered in the course of work.

Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from a four-year college or university with a major in management information systems, computer science, business administration, or a closely related field; and at least seven years of progressively responsible information systems experience, at least three of which were in a program management capacity; or an equivalent combination of training and experience. Experience in a public agency is preferred.

Licenses; Certificates; Special Requirements:

A valid state driver's license may be required for certain assignments.

PHYSICAL AND MENTAL DEMANDS

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to disability and the ability of the hiring bureau to accommodate the limitation.

Class History:

Adopted: 07-01-02

Revised:

Class created as a result of Nonrepresented Classification & Compensation Study, 2000-2002. This class is composed of positions from the following class(es):

0934 CHIEF BUREAU OPERATIONS MANAGER. Adopted: 07-01-92

June 2009 - Change Job Class number from 7513 to 30000618, due to system change.