

# CITY OF SIMI VALLEY

## PRINCIPAL INFORMATION SERVICES ANALYST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **SUMMARY DESCRIPTION**

Under general direction, supervises and coordinates Information Services activities and operations within the Administrative Services Department including review and enhancement of existing systems; analyzes, evaluates systems and user needs and recommends new information processing technologies; researches, develops, and proposes both short and long term solutions to information technology problems and requirements; and provides highly responsible and complex staff assistance to the Deputy Director/Information Services.

This is a broad classification with individual positions assigned to specific functional areas; duties and assignments may overlap depending on the operational needs of the department and staffing levels.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Coordinate the organization, staffing and operational activities for assigned Information Services programs or projects.
2. Participate in the development and implementation of goals, objectives, policies and priorities related to information technology; recommend and implement resulting policies and procedures.
3. Identify opportunities for improving service delivery methods and procedures; identify resource needs; review with appropriate management staff; implement improvements.
4. Direct, coordinate and review the work plan for assigned Information Services activities; assign work activities and projects; monitor work flow; review and evaluate work products, methods and procedures; meet with staff to identify and resolve problems.
5. Oversee and coordinate the implementation of information technology projects; develop priorities for assigned projects; manage projects to ensure completion in a timely manner.
6. Recommend problem resolution or alternatives to keep projects on schedule.
7. Perform administration duties for assigned systems; monitor systems activity; check system logs, work processes, short dumps, update errors, locked entries, batch input sessions, and background jobs; check the database physical structure, alert file, and optimization statistics; monitor the log directory; evaluate results; set-up and monitor security and back-ups for systems.
8. Coordinate with user departments; perform system evaluation and/or feasibility studies; propose project alternatives.
9. Prepare and update the Information Technology strategic plan; develop and direct Information Services cross training program.

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10. Recommend City-wide information technology standards; evaluate and develop proposed standards for hardware, software and networks.
11. Respond to user requests for assistance; develop and direct implementation of security measures and disaster recovery programs.
12. Select, train, motivate and evaluate Information Services personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
13. Participate in the development and administration of assigned program budget; forecast funds needed for staffing, training, equipment, materials and supplies; monitor and approve expenditures; recommend adjustments as necessary.
14. Provide staff assistance to the Deputy Director/Information Services; participate on a variety of committees; prepare and present staff reports and other correspondence as appropriate and necessary.
15. Coordinate Information Services activities with those of other divisions, departments and outside agencies and organizations.
16. Coordinate with software and hardware vendors as well as services consultants on planning issues, price quotes, problem reporting and contracts; purchase equipment and supplies as needed; oversee contracts; maintain effective relationships with vendors and consultants.
17. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of information technology.
18. Perform related duties as required.

**QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

Operational characteristics, services and activities of a comprehensive information services program.  
Modern and complex principles and practices of information technology including current hardware, software, and all supporting infrastructure.  
Methods and techniques of management and supervision.  
Advanced methods and techniques of computer programming and information systems management.  
Advanced principles and practices of systems analysis and design.  
A variety of operating systems.  
Database systems, report writers, and toolsets.  
Business practices, office procedures, methods, and equipment including computers and applicable software applications.  
Principles of municipal budget preparation and control.  
Principles of supervision, training and performance evaluation.  
Pertinent federal, state and local laws, codes and regulations.

**Ability to:**

Supervise, direct and coordinate the work of lower level staff.  
Select, supervise, train and evaluate staff.  
Interpret and explain City Information Services policies and procedures.  
Plan and organize Information Services activities.

Manage projects in a timely manner.

Work with information system users under stressful conditions.

Evaluate vendor price quotes, contracts and warranties.

Determine hardware and software needs.

Analyze and troubleshoot information technology problems and recommend appropriate alternatives.

Prepare clear and concise reports.

Apply knowledge of current information technology to acquire, install, and maintain a variety of hardware, software and infrastructure systems.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in computer science, information technology or a related field.

**Experience:**

Four years of responsible information services experience including two years at a level comparable to a Senior Information Services Analyst with the City of Simi Valley and one year of administrative and/or lead supervisory experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein 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.*

**Environment:** Standard office setting; exposure to computer screens; may be required to work irregular work hours including evenings and weekends.

**Physical:** Sufficient physical ability to work in an office setting and operate office equipment; to walk, stand, or sit for prolonged periods of time; to perform moderate or light lifting and carrying.

**Vision:** See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

**Hearing:** Hear in the normal audio range with or without correction.

Adopted: August 2003  
*Johnson & Associates*

Revised: July 2016