



Employment Opportunity:

Assistant Director of Information Services

THE COMMUNITY

The City of Fresno, CA is located in the heart of the state in the fertile San Joaquin Valley. From the agricultural fields on the valley floor to the snow-capped peaks of the Sierra Nevada mountain range, the Fresno area offers something for everyone. With a population of approximately 540,000 residents, Fresno is the fifth-largest city in California and serves as the financial, industrial, trade, and commercial capital of the central San Joaquin Valley.

Travel from Fresno to other major metropolitan areas in California is convenient. The City is located approximately four hours north of the Los Angeles basin and three hours south of the San Francisco Bay Area. Residents and visitors enjoy Fresno's close proximity to the Yosemite, Kings Canyon, and Sequoia National Parks and other sites of natural beauty, such as the majestic Sierra Nevada Mountains and the Pacific Ocean. The Mediterranean climate in Fresno allows year-round recreational activities including sailing, snow and water skiing, fishing, backpacking, and golfing.

An added benefit of living in Fresno is the excellent housing that is available at price levels that are considerably lower than California's other large metropolitan areas. The current median home price in Fresno is approximately \$290,000. The Fresno area offers four large school districts (Fresno Unified, Central Unified, Sanger Unified and Clovis Unified), and a variety of private institutions offer excellent ongoing educational and enrichment opportunities. The community is the home of California State University, Fresno, as well as a number of other colleges and universities.

Many consider Fresno to be a community of the perfect size, offering the best of urban amenities and opportunities along with the unique charms and easy living of a smaller town. Residents enjoy a wide variety of social, cultural, athletic, recreational activities in an affordable and clean living environment.

CITY STRUCTURE

Fresno is a full-service charter city operating under a strong mayor form of government. There are seven Council Members. The Council appoints the City Attorney and the City Clerk. The Mayor is elected at-large and does not serve on the

Council but has veto power over certain actions taken by Council Members. The City Manager, who is appointed by the Mayor, is responsible for appointing all other department heads in the City, including those for Airports, Finance, Fire, Information Services, Parks, After School, Recreation and Community Services, Personnel Services, Planning and Development, Police, Public Utilities, Public Works and Transportation.



THE DEPARTMENT

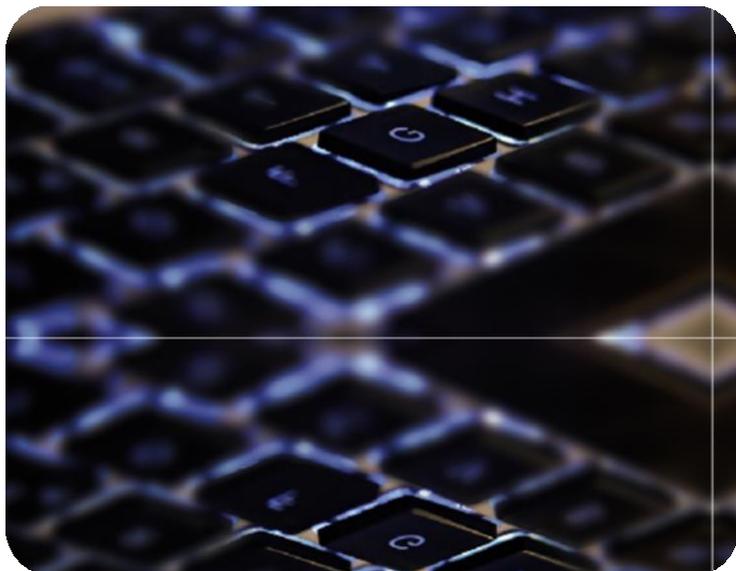
The Information Services Department (ISD) plans, develops, implements, and supports the numerous IT systems and networks throughout the City. ISD focuses on technology solutions that assist City departments with providing services that support the achievement of strategic goals. ISD ensures effective and efficient use of existing and emerging technologies in government operations to provide meaningful information while safeguarding data. Department staff are responsible for voice communication systems, network connectivity, disk storage, security, data integrity and data backup operations, internet connectivity and security, e-mail communications, procuring and maintaining City hardware and software, Geographical Information Services (GIS), fiber infrastructure and web operations management as well as user support.

This dynamic department has several functions. The Administration Division is responsible for budget preparation, contract administration,

and provides accounting, financial analysis, and personnel and policy administrative support.

In addition, this division manages the One Call Center, which provides services for the public to connect with the City or answer routine operational questions. Regional Communications is responsible for the maintenance and expansion of the Police Department's video policing camera network, two-way radio system, as well as the Fire Department's regional radio system. The Computer Services Division focuses on protecting the technological infrastructure from hardware damage and virus attacks and identifies options for Citywide and regional disaster recovery efforts. Additionally, this division provides desk support services and telecommunications services throughout the organization. The Systems and Applications Division is responsible for the development and maintenance of enterprise wide applications, data base administration functions, and Web development and maintenance. The GIS Division is responsible for the development and management of the City's spatial data.

The Department strives to provide the highest level of service to its customers through innovation, process improvement and teamwork. The proposed 2022 Fiscal Year budget for ISD includes 69.7 full time equivalent employees and a budget of \$26.5M for all activities subject to Council Approval.



THE POSITION

The Assistant Director of Information Services is responsible for the daily operations of the Department and works directly with Division Managers. The incumbent exercises considerable judgment and discretion in the administration and direction of the department and its operations. The Assistant Director is responsible for the implementation of objectives relating to the operation, maintenance, development and security of information technology and related programs. This is an unclassified position in which the incumbent serves at the will of the Department Director.

In addition, the Assistant Director acts as technical advisor to the Director, City Manager and City Council and attends meetings of the City Council, boards, commissions, and committees relevant to information technology and related services. The Assistant Director participates in the preparation and administration of the Department's annual operating and capital budgets. The Assistant Director is expected to coordinate activities with other departments within the City of Fresno, as well as division sections and outside agencies.

THE IDEAL CANDIDATE

Fresno is seeking an experienced, engaged and strong leader who will assist in the implementation of the long-range vision for the Information Services Department. An entrepreneurial-minded individual with a capacity for independent, innovative solution oriented thinking would do well

in this position, as would someone with experience in leading and implementing technology programs. The ideal candidate will have a record of straightforward and open communication and a willingness to make effective decisions within the parameters of the position, as well as the ability to act calmly and quickly in emergency situations or under adverse conditions.

The Director is seeking an Assistant Director to serve as a key member of the Department's management team. A candidate with a strong record of collaborative work with internal and external stakeholders would be highly valued as the Assistant Director. The ideal candidate must be able to develop positive relationships with the public, other agencies and other City departments. The Assistant Director must have excellent written and verbal communication skills and the ability to prepare clear, concise, and comprehensive reports, records, and other written materials for a variety of audiences.

Candidates for this position should have demonstrated in depth knowledge of the day-to-day operations, maintenance and development, of information technology; strong management and planning skills; the ability to communicate effectively with executive management, technical resources and partner agency liaisons; experience in implementing strategic and security programs as well as a thorough understanding of security as it pertains to information technology and data protection.

The ideal candidate for this position must also demonstrate knowledge of technology operations with a thorough understanding of compliance with legal mandates, and possess the ability to implement and sustain a comprehensive information and technology environment by developing and implementing strategic plans for continuous expansion and improvement of services.

A background that includes a Bachelor's Degree from an accredited college or university, preferably in Computer Science or a related field, and five (5) years' experience managing a comparably sized staff of technical and support personnel in the information services field is required. A Master's degree in Business or Public Administration is highly desirable.

COMPENSATION AND BENEFITS

The salary of the Assistant Director of Information Systems, dependent upon qualifications, ranges from \$115,056 to \$161,520. The employee benefits package, as noted below, is subject to change and includes:

Retirement: Fresno City Retirement System; reciprocity with other public California systems. The City's pension funds are among the best funded public systems in California.

Health Insurance: City contributes toward the current monthly premium for medical, dental, and vision for employee and dependents.

Annual Leave: 23 days per year of annual leave with cash out provision upon separation from the City.

Management Leave: 60 hours per fiscal year.

Holidays: Ten (10) City-observed holidays annually, plus birthday and one (1) personal day per year.

Auto Allowance: \$300/month.

Deferred Compensation: 457 plan available.

Flexible Spending Account: IRS 125 Plan for health/dependent care.

Life Insurance: Equal to annual salary; premium paid by City.

Long-Term Disability: City pays premium for 66 2/3% of monthly salary up to \$7,500 per month after 30 days.

The City does not participate in Social Security, but does participate in Medicare.

Additional information regarding the City of Fresno is available at www.fresno.gov.

THE SELECTION PROCESS

If you are interested in this outstanding opportunity, please submit a letter of interest, your resume, and five references to:

Sandra Chavez Martin, HR Manager
City of Fresno
2600 Fresno Street, Room 1030
Fresno, California 93721-3614
email: sandra.chavezmartin@fresno.gov

Filing Deadline: May 17, 2021

A select group of candidates will be invited to interview for this excellent opportunity.