

INFORMATION SYSTEMS (IS) MANAGER

GENERAL STATEMENT OF DUTIES

Responsible for technical work involving the creation, maintenance, and distribution of a geographical information for use by staff , developers, and residents. Also for CAD work involved in creating annual public works construction drawings under the direction of City Engineer.

Responsible for administration of NT network with Internet connection based in City Hall and second NT network based in Police Station. Provide support and troubleshooting for UNIX network based in Finance Office as needed. Handle problem recognition, research, isolation, resolution, and follow-up for users on each of the networks.

Responsible for electronic database and manual record keeping for Westwood Cemetery. Handle financial transactions with funeral homes and monument companies. Research and respond to inquiries from residents as needed. Occasional sale of grave spaces.

SUPERVISION RECEIVED

Works under the supervision of the City Engineer.

SUPERVISION EXERCISED

In the field of GIS/CAD, joint supervision with City Engineer of interns may apply.

JOB DUTIES

- Collect, maintain, and input data onto GIS base map. Collection to include the use of Global Positioning System equipment and software.
- Complete construction drawings for annual repaving and utility work for review and approval by the City Engineer.
- Update maps as needed to reflect rezonings and annexations.
- CAD layouts for other misc. projects as needed.
- Maintenance and upgrades to office hardware (GPS equipment, plotter, etc.) and software (AutoCAD, GPS, etc.) as needed.

-Administer all operations of the City NT network and Internet connection. Includes hardware/software support, upgrades and troubleshooting as necessary. Addition and deletion of user accounts and privileges. Routine server maintenance. Daily server back-ups. Budget management.

-Provide hardware and software support to NT network serving Police Department. Hardware upgrades, troubleshooting, and replacement as needed. Addition and deletion of user accounts and privileges. Routine server maintenance.

-Provide software support and troubleshooting to UNIX network serving Finance Department. Communicate with contracted network administrators to problem solve and repair software/hardware as necessary.

-Collect, input and maintain data into Cemetery management software. Also data entry into manually kept records.

-Research and respond to correspondence with residents requesting information pertaining to occupants of cemetery.

-Issue and maintain deeds following the purchase of grave spaces.

-Issue statements and collect funds as needed from funeral homes, monument companies, and residents.

-Other duties as assigned.

MINIMUM QUALIFICATIONS

High School diploma. Technical training in Computer Technology curriculum. Significant verifiable experience in a technical position may be substituted for formal education. Demonstrable skills in CAD, network administration, and GPS.

UNUSUAL OR SPECIAL WORKING CONDITIONS

Minor to significant levels of physically demanding effort related to GPS operations in the field.

Required to work in possible hazardous traffic conditions.

APPLICATION

The job description is intended to illustrate the duties that may be assigned to persons

assigned this title. It should not be interpreted to describe all the duties that may be required of persons holding a position assigned this title or to limit the nature and extent of assignments a person may be given.

LICENSES AND CERTIFICATES REQUIRED

Valid Ohio Driver's License.

Paygrade:

F.L.S.A. Rating: Non Exempt

Classification: Provisional
Civil Service Rating:
Classified
Non-Competitive