



EMPLOYMENT OPPORTUNITY

INFORMATION SERVICES SUPERVISOR I/II

SALARY AND BENEFITS

ISS I: \$22.59-\$27.23 hourly, plus benefits

ISS II: \$24.80-\$29.91 hourly, plus benefits

FILING DEADLINE

5:00 p.m., March 4, 2016

DUTIES AND RESPONSIBILITIES

The Information Services Supervisor I/II plans, initiates, and manages the information services department (ISD) projects and operations; Identifies current and future county-wide needs for computer and network systems; Serves as liaison between departments, vendors and consultants; Monitors progress to assure deadlines, standards and cost targets are met.; Manages systems, network infrastructure and communications; Assists departments in analyzing needs, and leads and guides the work of technical staff. The major duties of the job include:

- Work with consultants and outside vendors and contractors to design, develop, implement, operate and maintain computer and telecommunications hardware, software, networks and information services;
- Meet with IT committee, department heads, and administration to discuss and monitor projects, system requirements, specifications, costs and timelines;
- Document systems configuration and change control procedures;
- Perform software and hardware evaluations and manage systems cycles through analysis;
- Participates in Request for Proposal process and administer vendor contracts;
- Coordinate and track departmental needs and systems, operations of network (s) and communication systems. Conduct or direct the conduct of analytical studies, develop recommendations;
- Develop and maintain computer standards and policies. Maintain and update procedures and manuals;
- Plan for and install upgrades. Provide technical support for PC's and servers, systems and peripherals and departmental systems. Provide liaison with departments and technology analysts;
- Coordinate uploading and downloading of data between personal computers and information systems applications;
- Manage departmental database applications, following procedures developed by/with vendor including deleting/purging unneeded records and re-indexing database;
- Supervise, direct, train, and evaluate staff.

MINIMUM QUALIFICATIONS:

Level I: Equivalent to an Associates of Arts or technical degree or technical from an accredited college or university with major course work in computer science, management information systems, software applications or a related field. Five years progressively responsible related experience in computer maintenance and installation, and experience with networks and servers, plus at least two years in a multi-departmental facility in a supervisory capacity. (Government or county experience a plus).

Level II: Equivalent to a Bachelor's or technical degree from an accredited college or university with major course work in computer science, management information systems, software applications or a related field. Five years progressively responsible related experience in computer maintenance and installation, and experience with networks and servers, plus at least two years in a multi-departmental facility in a supervisory capacity. (Government or county experience a plus).

License: Possession of a valid California driver's license. Industry Certification(s) desirable.

SELECTION PROCESS

Application materials will be reviewed, and the best-qualified applicants will be invited to Susanville to participate in interviews.

HOW TO APPLY

An application may be obtained from the Personnel Office listed below or by visiting our website at: www.co.lassen.ca.us . It is your responsibility to provide specific, accurate and complete information describing how you meet the minimum qualifications. Qualified applicants are invited to submit an official Lassen County application to:

Lassen County Personnel Department
221 South Roop Street Ste. 3
Susanville, California 96130

☎ (530) 251 -8320 ☎

Opened February 9, 2016

☞ **GENERAL INFORMATION** ☞

Lassen County is an equal opportunity employer hiring employment eligible applicants.

Disabled applicants who require special testing arrangements should contact the Personnel Department prior to the filing deadline.

In accordance with the Immigration Reform and Control Act, applicants must provide acceptable proof of identity or authorization to work in the United States.

A thorough background investigation will be conducted prior to employment. The investigation may include reference checks, fingerprinting, credit check, driver history and inquiry to local, state and federal files to obtain criminal history information.

All applicants who meet the minimum qualifications are *not* guaranteed advancement through any subsequent phase of the selection process.

Selection processes may include, but are not limited to, one or more of the following: application review, competitive screening, written examination, performance examination, and/or oral examination.

This bulletin is solely for the purpose of announcing a job opening. It does not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revised without notice.