



420 Capitola Avenue  
Capitola, California 95010  
Telephone: (831) 475-7300  
FAX: (831) 464-8659  
Website: [www.cityofcapitola.org](http://www.cityofcapitola.org)

## **EMPLOYMENT OPPORTUNITY**

### **INFORMATION SYSTEMS SPECIALIST**

$\frac{3}{4}$  Time - 30 hours per week

Salary: \$3,535 to \$4,295

Plus Comprehensive Benefits

FILING DEADLINE: Friday, May 6, 2016, by 5:00 pm

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#### **CURRENT OPENING**

This opening is a  $\frac{3}{4}$  time, FLSA exempt, benefited position in the City Manager's Department.

#### **GENERAL PURPOSE**

Performs a variety of complex technical and administrative work in the development, installation, maintenance and support of municipal information systems.

#### **MINIMUM QUALIFICATIONS**

##### **Education and Experience:**

- A. Graduation from an accredited four-year college or university with a degree in computer science or a closely related field, or
- B. Three (3) years of progressively responsible related experience, or
- C. Any equivalent combination of education and experience.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Installs, supports and maintains all City of Capitola information systems hardware and software. Including, but not limited to desktops, laptops, servers, switches, routers, databases and telephone systems.

Manages operations to achieve goals within available resources; plans and organizes workloads and assignments.

Provides leadership and direction in the development of short and long range information technology plans. Gathers, interprets, and prepares data for studies, reports and recommendations.



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Assures that assigned areas of responsibility are performed within budget; assists management in preparing annual budget requests; assures effective and efficient use of budgeted funds, materials, facilities, and time.

Prepares and provides information to assist in the decision-making process.

Consults with management to determine information requirements of departments, and determines the technical and functional requirements to meet department needs.

Confers with department heads involved with proposed projects to ensure cooperation and further define nature of project.

Works with outside agency technical personnel to maintain shared computer systems.

Maintains information systems in a secure manner and attempts to follow industry best practices.

Documents all hardware and software configurations and modifies as changes occur.

Provides necessary documentation to inform management of project status and deviation from goals.

Coordinates with management staff, support staff, technical personnel, or vendors to solve problems, as required.

Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plan operating changes.

Prepares and solicits proposals for hardware and software solutions.

Responds to technical support requests.

Assists in training staff in the use of computer hardware and software.

Participates in technical projects such as writing equipment specifications or developing computer programs for specified applications.

**Knowledge, Skills and Abilities:**

- A. Considerable knowledge of information systems, principles, and practices; considerable knowledge of hardware and software; considerable knowledge of enterprise software systems; considerable knowledge of local and wide area networks.
- B. Ability to prepare and analyze complex reports; ability to maintain efficient and effective automated systems; ability to install and troubleshoot information systems; ability to effectively coordinate with staff; ability to establish and maintain effective working relationships with employees, city officials; ability to communicate effectively orally and in writing.



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## **SPECIAL REQUIREMENTS**

Must be willing to sometimes work outside of standard business hours including weekends.

Due to access to public safety computer systems, applicant will need to pass a comprehensive background check.

## **PHYSICAL DEMANDS**

The physical demands described here 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 functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear, use hands to finger, handle, or feel objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to walk.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet, but can be loud in the data center.

## **APPLICATION AND TESTING PROCESS**

Applications must be submitted to Liz Nichols in the Personnel Department, 420 Capitola Ave. Capitola, CA 95010, by the filing deadline. No postmarks accepted. An application may be obtained by calling 831-475-7300 or by going to the City's website at [www.cityofcapitola.org](http://www.cityofcapitola.org). Applications will be reviewed for accuracy, completeness and job related qualifications. A limited number of persons whose application materials clearly demonstrate they most closely meet the requirements may be invited to participate in the selection process which may be any combination of written, oral, and/or performance exams.

**Reasonable Accommodations for disabled applicants will be made. If special accommodations are necessary at any stage of the examination or application process, please provide the City of Capitola with advance notice and every attempt will be made to consider your request.**



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## **APPOINTMENT**

Appointment is subject to successfully passing a pre-employment physical, and comprehensive background and criminal history check. Before starting work, applicants must present documentation of their identity and authorization to work in the US. Following appointment, a twelve month probationary period may be required as the final phase of the appointment process. Names of successful candidates who do not receive a job offer will be placed on an employment list which may be abolished at any time and no longer than one year from the date of the job announcement.

## **BENEFITS**

Retirement: The City participates in CalPERS with a retirement formula of 2.5%@55 for employees with less than a six-month break in PERS-qualified employment. Effective 6-21-2015, employees will contribute 11.292% of their reportable salary towards retirement. Effective the first full pay period in July 2016, employees will contribute approximately 12.292% of their reportable salary towards retirement. For employees who have never been a member of CalPERS, the retirement formula is 2%@62 and employees currently contribute 6.5% of their reportable salary towards retirement.

Medical, Dental and Vision Insurance: The City offers five HMOs and three preferred-provider health plans. Dental and vision plans are also available. Effective 7-1-15, the City pays \$735 for employee, \$945 for employee + 1, and \$1155 for employee + 2 per month under a cafeteria plan. Employees are eligible for enrollment at time of hire. Insurance benefits become effective 30 days from date of hire.

Life Insurance: The City provides a \$50,000 policy + \$1,500 for each dependant.

Long Term Disability Insurance: The City provides coverage for the employee.

Deferred Compensation Plan: The City encourages and supports employee enrollment in a 457 deferred compensation plan.

Vacation: Twelve (12) days each year, increasing to 14 days after 2 years.

Holidays: Twelve (12) days per year, plus three (3) personal holidays.

Sick Leave: Twelve (12) days per year, with unlimited accrual.

Flexible Spending Account: Tax deferred employee contributions that can be applied to specified expenses (for example, child care, dental work, and medical expenses).

Employee Assistance Program: Includes personal/family counseling, legal and financial advice.

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The City of Capitola encourages workplace diversity and is an equal opportunity employer. The City of Capitola is committed to compliance with the Americans with Disabilities Act by including people with disabilities in all of its programs and activities.



**NOTE: THIS ANNOUNCEMENT DOES NOT CONSTITUTE A CONTRACT, EXPRESSED OR IMPLIED, AND ANY PROVISIONS CONTAINED IN THIS BULLETIN MAY BE MODIFIED OR REVISED WITHOUT NOTICE.**