



3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • www.oaklandparkfl.org

CIVIL SERVICE BOARD
AGENDA
NOVEMBER 8, 2016 AT 6:30PM

CALL TO ORDER

ROLL CALL

1. Approval of Civil Service Board Minutes for meeting on September 13, 2016

PUBLIC COMMENTS – At this any person will be allowed to speak on any matter that pertains to City business for the length of time not to exceed four minutes per person.

ITEMS CONSIDERED:

2. Job Classification(s):
 - a. Computer Support Coordinator
 - b. Manager of Technology, Strategy and Application

OLD BUSINESS: None

ADJOURN

This meeting facility is wheelchair accessible and accessible parking spaces are available. Requests for accommodations or interpretive services must be made 48 hours prior to the meeting. Please contact the City Clerk's Office by telephone: 954-630-4300, or via Fax: 954-630-4302 for information or assistance.

I, the undersigned authority, certify the above Notice of Meeting of the Civil Service board is a true copy of the Notice posted in City Hall at the appropriate locations.

Posted:

By: Omaine Dennis, Board Secretary



3650 N.E. 12th Avenue • Oakland Park, Florida 33334 • 954.630.4200 • www.oaklandparkfl.org

MINUTES
CIVIL SERVICE MEETING
SEPTEMBER 13, 2016 AT 6:30 PM

The regular meeting of the Civil Service Board of the City of Oakland Park, Florida was called to order at 6:31 p.m. by Dennis Buchta, Chair.

ROLL CALL

Present:

Dennis Buchta, Chair

Roger Banks

Edward Stupi

Also Present:

Lori Day, Liaison

Omaine Dennis, Secretary

Absent:

Dr. Dorothy Orr

MINUTES

Board member Roger Banks moved to approved the minutes of May 10, 2016, second by board member Edward Stupi which prevailed by the following vote:

Yes: Chair, Dennis Butcha, Board member, Roger Banks, Board member Edward Stupi

PUBLIC COMMENTS

None

NEW BUSINESS

Approval of classification(s) below:

- Accounting Specialist

Board member Roger Banks moved to approve, board member Edward Stupi seconded the motion, which prevailed by the following vote:

YES: Dennis Buchta, Roger Banks, Edward Stupi

- Senior Accounting Specialist

Board member Roger Banks moved to approve, board member Edward Stupi seconded the motion, which prevailed by the following vote:

YES: Dennis Buchta, Roger Banks, Edward Stupi

- Assistant Director, Building, Planning & Zoning

Board member Roger Banks moved to approve, board member Edward Stupi seconded the motion, which prevailed by the following vote:

YES: Dennis Buchta, Roger Banks, Edward Stupi

- Analyst, ITS

Board member Roger Banks moved to approve, board member Edward Stupi seconded the motion, which prevailed by the following vote:

YES: Dennis Buchta, Roger Banks, Edward Stupi

OLD BUSINESS

None

There being no further business, this meeting is adjourned at 6:41 PM

Dennis Buchta, Chair

Omaine Dennis, Secretary

COMPUTER SUPPORT COORDINATOR

FLSA: NON-EXEMPT

Grade 24 \$41,700.86 - \$66,721.38

GENERAL DEFINITION

Performs technical work involving the operation and maintenance of the City's network and applications. . Employees in this classification are responsible for maintaining the operational capabilities of assigned systems, supporting, maintaining and ensuring network availability for computer and phone systems..

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Controls the access to various computer programs.
- Tracks, manages, and responds to all service tickets.
- Manages and support network operations for network and phone systems.
- Coordinates the management and support services of office for SharePoint and emails.
- Supplies public request information and maintain confidentiality of data.
- Restores and retrieves data files from backups.
- Works with vendors on software, hardware, and other technology related support.
- Submits purchase order for maintenance, support, and supplies.
- Maintains inventory of all hardware and software throughout the city.
- Coordinates support to users on various computer and electronic devices.
- Manages service efforts for installations, repairs, and replacement of systems products with external service providers.
- Coordinates all systems maintenance, including upgrades and patches for both the application and browser servers of the system.
- Coordinates troubleshooting system issues with end users and vendors and ensures the timely resolution to minimize operational disruption.
- May be required to coordinate the work of others.

KNOWLEDGE, SKILLS & ABILITIES

- Knowledge of Microsoft environment applications and programs supported by database platforms.
- Ability to analyze, prioritize and coordinate solutions for end users in various departments within potentially conflicting deadlines.
- Ability to analyze applications and systems deficiencies, identify potential consequences and develop effective solutions or refer such issues to appropriate vendors or staff.
- Ability to establish and maintain effective working relationships with department heads, managers, and employees.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's Degree in Information/Computer Technology or related field with 5 years' experience in troubleshooting, maintaining, instructing, and supporting end users in various types of computer technology.

COMPUTER SUPPORT COORDINATOR

FLSA: NON-EXEMPT

Grade 24 \$41,700.86 - \$66,721.38

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date

COMPUTER SUPPORT COORDINATOR

FLSA: NON-EXEMPT

Grade 24 \$41,700.86 - \$66,721.38

GENERAL DEFINITION

The primary purpose of this function is to manage the processes supporting the Help Desk, providing the appropriate identification, assigning the appropriate resolver, and tracking to closure issues or service requests. Coordinates the processes to maintain the operational readiness of the IT assigned application systems, infrastructure (Local Area Network, Wide Area Network and phone systems), and desktops.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assigns, Tracks, and responds to all IT service/support requests via the Service/Support Request system.
- Provides physical or systems access to resolvers to enable them to address software, hardware, and other technology related issues or support. Provides, where necessary, institutional awareness or knowledge regarding staff or software or hardware.
- Responsible to work with manager to establish and use a process to review and analyze service requests, and issues, on a daily, weekly and monthly basis to pro-actively identify patterns and correlate events to improve quality of service.
- Develop, and use, a process to support all the Departments and HR to manage Workforce Lifecycle. The primary function is to create, modify, and disable accounts and access control to the City's systems
- Develop, and use, a process to ensure that employee information is correct and actual in all the City's systems.
- Responsible to work with manager to establish and use a process to ensure the ongoing operational readiness of the IT assigned application systems, infrastructure (Local Area Network, Wide Area Network and phone systems), and desktops
- Supplies public request information and maintain confidentiality of data.
- Responsible to work with manager to establish, and regularly use, a process and the necessary internal controls to ensure that all critical electronically stored data is properly backed up in an industry compliant facility in accordance with the appropriate City policy.
- Responsible for processing Purchase Requisitions, Purchase Orders and Invoices for all IT related items (maintenance, support, supplies).
- Responsible for maintaining a current inventory of all City computer hardware and software in an easily accessible and shared electronic format
- Assigns and tracks, via Service Request system, to closure the installations, repair, and replacement of desktops and related software products with the appropriate resolvers.
- Establish with manager, and regularly use, a process to ensure that all desktops and servers are regularly being applied the Microsoft updates.
- Coordinates end user awareness and communications regarding regular/ongoing or emergency systems maintenance for desktops and servers.
- Document all changes to the environment (Servers, Hosted systems, LAN, WAN, Desktops, etc.) in the ITS centralized document management facility. This includes, but

COMPUTER SUPPORT COORDINATOR

FLSA: NON-EXEMPT

Grade 24 \$41,700.86 - \$66,721.38

is not limited to, new procedures, configurations changes either to add function or equipment, or to resolve a problem.

KNOWLEDGE, SKILLS & ABILITIES

- End-to-End knowledge of the City's systems architecture (Infrastructure, software, applications and interfaces) and IT process to support the City's operations.
- Strong process orientation, with an ability to manage IT processes and identify process deficiencies, including vendors, and recommend improvement alternatives in a largely outsourced IT environment.
- Ability to analyze, prioritize and coordinate activities or task for end users in various departments with potentially conflicting deadlines and limited resources.
- Ability to identify applications and systems deficiencies, identify potential consequences and recommend improvements to staff or vendors.
- Ability to establish and maintain effective working relationships with department heads, managers, and employees.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's Degree in Information/Computer Technology or related field with 5 years' experience in troubleshooting, maintaining, instructing, and supporting end users in various types of computer technology in an largely outsourced environment.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

COMPUTER SUPPORT COORDINATOR
FLSA: NON-EXEMPT
Grade 24 \$41,700.86 - \$66,721.38

I _____ have read and acknowledge receipt of the job classification.

Employee

signature

Date

MANAGER OF TECHNOLOGY, STRATEGY AND APPLICATION

FLSA: Exempt

Grade 33 \$64,691.73 - \$103,506.76

GENERAL DEFINITION

This is a highly professional and technical position which ensures the streamlined operations of the Information Technology Services Department by keeping in alignment with the business objectives of the organization. This individual plans, coordinates, and directs operational activities as well as provides administrative direction and support for daily operational activities. The Manager will review new technology, processes, and change management.

Areas of responsibility include, but are not limited to, City-wide information infrastructure including the Wide Area Network (WAN) and Local Area Networks (LAN);

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- May assist in the daily administrative and personnel tasks required in the management of the department, which may include: directs, supervises and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Assists in policy development and implements Information Systems policies and procedures.
- Attends various meetings, serves on committees, and makes presentations as needed; prepares and delivers presentations/reports to residents or other community groups during public meetings; attends staff meetings; participates in vendor meetings; advises user groups; acts as staff liaison to various public committees, to include preparing agendas and minutes, and managing committee through project leadership and administrative tasks.
- Provides for comprehensive review and evaluation of the City's Information Technology systems infrastructure; develops short and long-term planning in accordance with established goals, objectives, and initiatives.
- Develops detailed project outlines for the implementation of proposed IT solutions including cost benefit analysis, return on investment (ROI) analysis, project timeline, and associated budget.
- Maintains knowledge of new and developing technology procedures and techniques pertinent to the function of municipal government.

MANAGER OF TECHNOLOGY, STRATEGY AND APPLICATION

FLSA: Exempt

Grade 33 \$64,691.73 - \$103,506.76

- Oversees and assists with provision of training, information, and technical support to system users regarding software applications, computer operations, procedures, problems, and related issues; coordinates technical training by outside vendors; troubleshoots and/or resolves problems.
- Communicates with hardware/software service representatives and technical support representatives; provides information concerning operational and/or mechanical problems as appropriate.
- Assists in the development and implementation of the budget for Information Technology Service Department and for City technology-related purchases; determines resource requirements needed to meet technology needs for all departments on an ongoing basis; prepares Business Initiatives; provides supporting documentation for requesting new staffing, and develops position justifications, job skill requirements, and salaries; attends public hearings.
- Coordinates department projects and activities with other departments, vendors, consultants, outside agencies, or others as needed.
- Assists in performing administrative duties with respect to preparing the department's annual budget; assists in establishing and enforcing departmental policies and procedures; develops plans to ensure the long-term telecommunications needs are identified and met.
- Makes site visits to various City offices, remote sites, or other locations as needed.
- Maintains logs/documentation of work activities, computer operations, system modifications, maintenance activities, installations, system configurations, program development/revisions, procedures, and other activities.
- Prepares or completes various forms, reports, correspondence, e-mail messages, project schedules, requests for proposal, contracts, proxy reports, Web copy, technical analyses, budget reports, goals, objectives, Business Recover Plan reports, performance appraisals, meeting agendas, meeting minutes, presentations, or other documents.
- Oversees departmental projects and operational activities; receives and prioritizes project request, schedules projects, establishes projected timeframes for completion of projects, and assigns projects to appropriate staff; monitors status and progress of each project.
- Operates various computer systems, peripheral equipment, office equipment, and related tools such as servers, personal computer, printer, monitor, terminal, switches, hard drive, tape drive, CD-ROM drive, modem, scanner, uninterrupted power source (UPS), diagnostic instruments, hand tools, or telephone; enters commands into computer system to start computer operations, correct errors, operate peripheral equipment, and perform related functions; enters, retrieves, reviews or modifies data in programs or operating systems.

MANAGER OF TECHNOLOGY, STRATEGY AND APPLICATION

FLSA: Exempt

Grade 33 \$64,691.73 - \$103,506.76

- Administers budgets for technology resources; coordinates procurement of technology systems and components; monitors expenditures in General Government, Capital Improvements, and Information Systems budgetary divisions to ensure compliance with approved budget; reviews technology requisitions for other departments; reviews procurement invoices for accuracy and recommends payment authorization of technology-related bills.
- Oversees and assists as needed with installation, maintenance, and repair of various computer systems; monitors working conditions of equipment; performs/manages data backups onto NAS, tape, CD, DVD or other media; performs cleaning and preventive maintenance of equipment as needed.
- Oversees and assists as needed with diagnosis, analysis, and resolution of problems involving hardware, software, peripheral, or network problems; tests hardware components, monitors, parts, and software; identifies data errors, line failures, and equipment malfunctions; initiates appropriate action to correct errors, recover data, and obtain maintenance.
- Performs other duties as needed to facilitate the accomplishment of departmental goals and objectives.
- Maintains a working knowledge of a variety of computer programming languages, operating systems, and software programs associated with work activities, which may include word processing, spreadsheet, database, desktop publishing, graphics, presentations, report writing, geographic information system, scanning, networking, communications, diagnostic, utilities, Internet, and email; maintains working knowledge of computer programs utilized by various City departments.

KNOWLEDGE, SKILLS & ABILITIES

- Comprehensive knowledge of the principles, techniques, and equipment used in information technology management and communications.
- Comprehensive knowledge of the principles and methods applied to information technology infrastructure planning, implementation, and management.
- Extensive knowledge of systems analysis, project management, enterprise software, and software application development.
- Ability to analyze complex administrative problems in the area of assigned responsibilities and to interpret and apply general policies in specific situations.
- Substantial knowledge of regulatory standards and legislation affecting public sector management information systems and information technologies.
- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.

MANAGER OF TECHNOLOGY, STRATEGY AND APPLICATION

FLSA: Exempt

Grade 33 \$64,691.73 - \$103,506.76

- Ability to evaluate and analyze systems efficiencies and performance levels, and develop strategies for improvements utilizing available resources.
- Ability to communicate clearly and concisely, orally and in writing.
- A strong customer service orientation in work and communication with co-workers, management, elected officials and citizens.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree in Information Systems, Information Technology, Computer Programming, Computer Science, or closely related field; supplemented by six (6) years of progressively increasing responsible professional, supervisory and managerial work experience in information technology. Experience must have included operations, data communications, application development (analysis and programming), and extensive software.

PREFERRED QUALIFICATIONS

Masters Degree from an accredited college or university with major course work in information management, computer science, information processing, business or public administration, or a closely related field.

MCDBA, MCSE, PMI certifications.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. 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.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.

MANAGER OF TECHNOLOGY, STRATEGY AND APPLICATION
FLSA: Exempt
Grade 33 \$64,691.73 - \$103,506.76

MANAGER OF TECHNOLOGY, STRATEGY AND APPLICATION

FLSA: Exempt

Grade 33 \$64,691.73 - \$103,506.76

GENERAL DEFINITION

This is a highly professional and technical position, which ensures the streamlined operations of the Information Technology Services Department by aligning with the objectives of the City. This individual plans, coordinates, and directs operational activities as well as provides administrative direction and support for operational activities. The Manager will review and approve all technology initiatives, processes, and changes to ensure alignment with the approved IT Strategy.

ESSENTIAL JOB DUTIES

Customer oriented professional applying managerial knowledge/experience and technical skills to a wide variety of information technology projects and operations, in support of the City's goals and objectives – all within the framework of continuous process improvement. The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Assist Director in providing ongoing review and evaluation of the City's Information Technology architecture; develops the appropriate IT plans and strategy in accordance with the City's established goals, objectives, and initiatives.
- Assists in the daily administrative and personnel tasks required in the management of the department, which may include: directs, supervises and evaluates assigned staff, processing employee concerns and problems, directing work, counseling, disciplining, and completing employee performance appraisals.
- Assists the Director in policy development and implementation for Information Technology policies and procedures.
- Manages relationship with all third parties supporting the City's constellation of systems and infrastructure. Communicates with hardware/software service representatives and technical support representatives; provides information concerning operational problems as appropriate.
- Responsible for establishing processes to maintain the operational readiness of the City's systems.
- Provides Program Management leadership for all budgeted and approved IT related initiatives across the City.
- Oversees departmental projects and operational activities; receives and prioritizes project request, schedules projects, establishes projected timeframes for completion of projects, and assigns projects to appropriate staff; monitors status and progress of each project

MANAGER OF TECHNOLOGY, STRATEGY AND APPLICATION

FLSA: Exempt

Grade 33 \$64,691.73 - \$103,506.76

- Attends meetings, serves on committees, and creates/delivers IT related presentations as needed; prepares and delivers presentations/reports to residents or other community groups during public meetings; advises user groups; acts as staff liaison to required committees, to include preparing agendas and minutes.
- Assists the Director in the development and implementation of the budget for Information Technology Service Department and for City technology-related purchases; determines resource requirements needed to meet technology needs for all departments on an ongoing basis; when requested, prepares Department IT related Initiatives; provides supporting documentation for requesting new staffing, and develops position justifications, job skill requirements, and salaries; attends public hearings when requested.
- Administers budgets for IT resources; coordinates procurement of IT; monitors IT expenditures in General Government, Capital Improvements, and IT budgetary division to ensure compliance with approved budget; reviews technology requisitions for other departments; reviews procurement invoices for accuracy and recommends payment authorization of technology-related bills.
- Maintains a working knowledge of new and developing technology products or services and methodologies applicable to the City's environment or to the functions of a municipal government.
- **Oversee management, monitoring and repair services of the City's outsourced contractor for cameras within the City that are attached to Network Video Recording and Digital Video Recording devices.**
- Manages and assists with training delivery, information, and technical support to system staff regarding systems, operations, procedures, problems, and related issues; coordinates technical training by third parties.
- Logs/documents work activities, system modifications, maintenance activities, installations, system configurations, procedures, and other IT related activities.
- Prepares or completes or reviews various forms, reports, correspondence, e-mail messages, project schedules, requests for proposal, contracts, technical analyses, budget reports, goals, objectives, Business Recovery Plan reports, performance appraisals, meeting agendas, meeting minutes, presentations, or other documents.
- Oversees or assists as needed with diagnosis, analysis, and resolution of IT issues or problems; where appropriate initiates remediation activities and restore normal operations.

KNOWLEDGE, SKILLS & ABILITIES

MANAGER OF TECHNOLOGY, STRATEGY AND APPLICATION

FLSA: Exempt

Grade 33 \$64,691.73 - \$103,506.76

- Ability to establish and maintain effective working relationships with internal and external customers, as well as governing and appointed authorities.
- Ability to explain complex systems in common use language. Ability to communicate clearly and concisely, orally and in writing.
- Comprehensive knowledge of the principles and methods applied to information technology infrastructure planning, implementation, and management.
- Extensive knowledge of systems analysis, project management, enterprise software, and software application development.
- Ability to analyze complex administrative problems in the area of assigned responsibilities and to interpret and apply general policies in specific situations.
- Working knowledge of regulatory standards and legislation affecting public sector management information systems and information technologies.
- Ability to evaluate and analyze systems efficiencies and performance levels, and develop specific steps to improve the process utilizing available resources (human and financial).

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

Bachelor's degree in Information Systems, Information Technology, Computer Programming, Computer Science, or closely related field; supplemented by six (6) years of progressively increasing responsible professional, supervisory and managerial work experience in information technology in a largely outsourced environment. Experience must have included operations, data communications, application development (analysis and programming), networking and systems integration in an outsourced environment managing the delivery of multiple third parties.

PREFERRED QUALIFICATIONS

Masters Degree from an accredited college or university with major course work in information management, computer science, information processing, business or public administration, or a closely related field.

MCDBA, MCSE, PMI certifications.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and

MANAGER OF TECHNOLOGY, STRATEGY AND APPLICATION

FLSA: Exempt

Grade 33 \$64,691.73 - \$103,506.76

current employees to discuss potential accommodations with the employer. 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.

Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-15 pounds). Tasks may involve extended periods of time at a keyboard or workstation. Work is performed in usual office conditions with rare exposure to disagreeable environmental factors. Some tasks require visual abilities. Some tasks require oral communications ability.

A review of this position has excluded the marginal functions of the position that are incidental to the performance of fundamental job duties. All duties and responsibilities are essential job functions and requirements are subject to possible modifications to reasonably accommodate individuals with disabilities. To perform this job successfully, the incumbent(s) will possess the abilities and aptitudes to perform each duty proficiently. Some requirements may exclude individuals who pose a direct threat of significant risk to the health or safety of themselves or others. Requirements are representative of minimum level of knowledge, skills and ability.