



THE CITY OF

# SAN FERNANDO

INVITES APPLICATIONS FOR THE POSITION OF

# INFORMATION TECHNOLOGY SYSTEMS ADMINISTRATOR

APPLICATION DEADLINE: APPLY IMMEDIATELY - OPEN UNTIL FILLED



## THE COMMUNITY

The City of San Fernando is located in the northeast section of the San Fernando Valley at the southern foot of the San Gabriel Mountains, approximately 23 miles North of Downtown Los Angeles. This compact community of 2.4 square miles and 25,000 residents is completely surrounded by the City of Los Angeles, including the nearby communities of Sylmar, Mission Hills and Pacoima.

As you enter the City of San Fernando along picturesque, palm-lined Brand Boulevard, you discover a community rich in California history dating back almost two centuries. Named in honor of a Spanish Saint/King, San Fernando was settled long before the rest of Los Angeles' Northeast Valley. In 1874, San Fernando became the valley's first organized community, thus earning the title "First City of the Valley." The City grew out of the ranching activities surrounding Mission de San Fernando Rey, whose graceful porticoes still stand today.

San Fernando enjoys a sweeping view of the panoramic San Gabriel foothills and a sense of privacy; yet it is only minutes away from Downtown Los Angeles and other centers of commercial activity, thanks to a network of freeways, with easy access to Interstate 5 Freeway (I-5), State Route 118 (SR-118), Interstate 210 Freeway (I-210), and nearby Burbank and Whiteman airports. The City combines modern metropolitan conveniences with a close-knit community of friendly, civic-minded residents.

## THE ORGANIZATION

The City of San Fernando was incorporated in 1911 and is organized according to the City Council/City Manager form of government with seven full service departments, including Administration, City Clerk, Finance, Community Development, Police, Public Works, and Recreation and Community Services. Fire and emergency medical services are provided through a contract with the City of Los Angeles. The City employs approximately 132 full-time equivalent employees from a total Adopted Budget for fiscal year 2021-2022 of \$63.9 million, which includes a General Fund budget of \$22.2 million.

The City is governed by a five-member City Council who serve overlapping four-year terms, with a Mayor appointed every year, on a rotating basis, by a majority vote of the City Council.



## THE FINANCE DEPARTMENT

The Finance Department is responsible for providing fiscal oversight and control to all City operating departments. As a central support function, the Finance Department administers and oversees all financial operations, including, but not limited to, working in partnership with other City departments to administer the adopted budget, implement financial control measures, develop financial policies, and maximize the value of the City's assets. As such, the Department provides quality services in conformance with the highest professional standards.

The Finance Department is a full service department with staff providing the following services: accounting, budgeting, business licensing (contract), cashiering, short/long-term financial planning and reporting, investments, payroll services, purchasing, vendor payments, utility billing, information technology management services (contract), and financial support to internal departments.

The Information Technology (IT) Services Division is responsible for maintaining centralized information processing, telecommunications, and networking systems to all departments and divisions within the City. Support services include: system analysis, hardware and software maintenance management, and training.

Including the Information Technology Systems Administrator, the Finance Department has a dedicated staff of eight full-time, highly experienced and knowledgeable employees.





## OPPORTUNITIES

The IT Systems Administrator is a newly established position that will have the opportunity to lead the development of the City of San Fernando's technology roadmap. This position will be responsible for managing all information technology services and network infrastructure needs, as well as developing and overseeing vendor contracts and services. The IT Systems Administrator will also work on a number of new, exciting initiatives, including evaluating an accounting replacement solution to enhance grant, contract management, and online payment processing; deployment of Citywide VoIP and other communication improvements; developing Citywide hardware/software upgrade and replacement policies; and implementing other systems and programs to improve overall operational efficiencies.

## THE POSITION

Under direction of the Director of Finance/City Treasurer, the Information Technology Systems Administrator is a mid-management position operating as the City's primary technology officer. Essential job duties include the following:

- Plans, directs and manages information technology functions, including overseeing network and telecommunications systems; managing various projects; evaluating new and/or rapidly changing, complex information technology and making recommendations for implementation of same; providing consultation services to staff regarding information technology needs; maintaining and assuring compliance with software licensing agreements; coordinating the acquisition and installation of hardware and software; overseeing and/or conducting training on computer based applications; participating in development, revision and testing of programs and making recommendations for adoption and/or changes; developing documentation; implementing security standard; and coordinating repairs.
- Plans long-range goals, objectives, management systems, organizational structure, and overall direction for the division; plans and implements short-term or annual goals, objectives, strategies, projects or programs to ensure efficient organization and completion of work. Develops and administers the division budget, as well as short and long-range plans, including making projections related to information technology needs, equipment, etc.; monitoring expenditures; preparing formal bids and requests for proposals; and controlling costs.
- Researches, develops, interprets, communicates, and monitors policies, procedures, codes, standards, and so on; recommends improvement where and when necessary, and provides training and assistance to end-users as appropriate.
- Prepares and/or reviews complex reports and analysis utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports; makes presentations; relays and interprets administrative decisions, policies and instructions.
- Directs recovery processes, and performs necessary procedures in event of systems failure or loss of data.
- Directs preparation of studies and reports related to division operations by developing proposals and recommendations, and providing technical assistance.
- Supervises subordinate personnel and /or outsourced IT Contractors who perform systems administration, network administration, programming, and help desk operations.
- Represents the City and/or serves as a liaison and/or member of various committees/teams, and collaborates, advises, presents reports to and negotiates with others outside own work area to coordinate efforts, and maintain cooperative and efficient relations.

## IDEAL CANDIDATE

The ideal candidate for this position will possess the following characteristics:

- Expert knowledge of information technology best practices, policies, and regulations.
- Advanced project management skills, including organization, planning, budgeting, time management, and prioritization.
- Excellent interpersonal and customer service skills.
- Strong analytical, decision making, and problem-solving.
- Ability to maintain open communication with staff and City officials and work cooperatively toward achieving the goals of the City.

## QUALIFICATIONS

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from an accredited four-year college or university with a bachelor's degree in Computer Science, Information Systems, Electrical Engineering, Telecommunications, Computer Engineering, or a related field; and at least five years of progressively responsible experience in a related field is required; or an equivalent combination of education, training and experience, which provides the required knowledge, skills, and abilities to perform the essential functions of the job. A master's degree in a related field is preferred.



## THE COMPENSATION

Salary is dependent upon qualifications with a current annual salary range of \$108,408 - \$133,524 plus generous benefits including:

**RETIREMENT:** Public Employees' Retirement System (PERS) 2% at 55 for Classic members, 2% @ 62 for PEPPA members, and the City participates in the Social Security Program.

**INSURANCE:** As part of a full flex Cafeteria Plan, effective January 1, 2023, employee receives monthly flex dollar allowance (\$1,008.88 Single; \$1,739.30 Two Party; and \$2,337.42 Family) to apply toward Medical, Dental and Vision benefits offered through the City's insurance plans for employee and eligible dependents. The City pays for Long Term Disability Insurance, and \$50,000 term/AD&D Life Insurance Policy for employee. Additional voluntary purchase (at group rate) of up to \$100,000 is available for employee, \$25,000 for spouse, and \$10,000 for each child, with no medical questions asked.

**ANNUAL LEAVE:** 20 to 30 days per year (depending on length of service). Maximum accumulation of 100 days (800 hours).

**MANAGEMENT LEAVE:** 10 days (80 hours) per year prorated the first year depending on the date of hire. Any unused leave will be cashed out at the employee's regular rate of pay, in December of each year.

**HOLIDAYS:** 13 paid days per year.

**BILINGUAL BONUS:** \$100 per month for employees who qualify (Spanish only). Bonus is paid from the day the employee achieves a passing score on their bilingual exam.

**DEFERRED COMPENSATION:** ICMA-RC 457, ROTH/IRA Programs available. Enrollment is voluntary.

**TUITION REIMBURSEMENT:** City reimburses tuition for approved courses up to a maximum of \$3,000 per fiscal year. Employee shall first verify that sufficient fund allocation is available for this item.

**EDUCATION INCENTIVE:** 2% above the base salary for employee with a Master's degree or higher.

**WORK SCHEDULE:** 9/80 or 5/8 schedule is available.

## TO APPLY

If you are interested in this outstanding opportunity, please submit a cover letter, employment application and resume. Visit our website for an application.

**WWW.SFCITY.ORG/Personnel**

**FILING DEADLINE: OPEN UNTIL FILLED**

Requested materials should be submitted to:

**CITY OF SAN FERNANDO  
PERSONNEL DIVISION  
117 MACNEIL STREET  
SAN FERNANDO, CA 91340**

Questions may be directed to:

**Michael Okafor, Personnel Manager  
(818) 898-1239  
Personnel@SFCITY.ORG**

Following the closing date, materials will be screened according to qualifications. The most qualified candidates will be invited to in-person interviews with the City. Candidates will be advised of the status of the recruitment following final candidate selection.

The City will make reasonable accommodations in the interview process for disabled applicants. Applicants with special needs must contact the Personnel Division prior to the filing deadline. In compliance with the Immigration Reform & Control Act of 1986, all new employees must verify identity and entitlement to work in the United States by providing required documentation. All employment offers are conditional based upon the successful completion of a medical examination and drug screen performed by the City's designated physician, at City expense.

The City of San Fernando does not discriminate on the basis of race, color, national origin, sex, sexual orientation, religion, and handicapped status in employment or the provision of services. The provisions in this bulletin do not constitute a contract, expressed or implied, and any provisions contained herein may be modified or revoked without notice.

