

**San Benito County Water District**

Classification Unit:	<b>Management/Confidential/Professional</b>
Salary Range:	<b>M44</b>
Last Revision:	<b>July 2000</b>

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**INFORMATION/CONTROLS SYSTEMS SUPERVISOR**

*Class specification is intended to present a descriptive list of the range of duties performed by employees in this class. Specification is not intended to reflect all duties performed within the job.*

**Definition**

Under administrative direction; to plan, organize, and direct the information processing and controls system functions and services of the District; to oversee the acquisition, use, and maintenance of electronic data acquisition, transmission, storage and processing equipment and software; to supervise programming and operations staff; and to do related work as required.

**Examples of Duties**

- ❖ Plans, organizes, directs, and manages District information and control system functions and activities.
- ❖ Provides supervision, training, and work evaluation for programming and operations staff.
- ❖ Provides advice and consultation on the development of District information and control system and software.
- ❖ Assists the District Manager with long range planning, including the acquisition of equipment and software.
- ❖ Works with other District staff to establish priorities.
- ❖ Coordinates programming, scheduling, and operations to insure effective resource utilization.
- ❖ Assists with preparation and fiscal control of the budget.
- ❖ Plans and designs new applications.
- ❖ Insures the proper repair and maintenance of District electronic data acquisition, transmission, storage and processing equipment.
- ❖ Keeps records and prepares reports regarding services and functions.
- ❖ Serves as a liaison with vendors.
- ❖ Performs special studies as directed.
- ❖ Provides support to the District Manager in making presentations about District information and control system functions and services.

**Typical Physical Activities**

- ❖ Communicates orally with District management, co-workers, and the public in face-to-face, one-to-one, and group settings. Regularly uses a telephone for communication.
- ❖ Uses office equipment such as computer terminals, copiers, and FAX machines.
- ❖ Sits for extended time periods
- ❖ Hearing and vision within normal ranges.

# San Benito County Water District

## Employment Standards

### Knowledge of:

- ❖ Principles and practices of data processing systems, scheduling and equipment utilization.
- ❖ Systems and procedures analysis development, including the development of data processing applications.
- ❖ Symbolic programming languages.
- ❖ Computerized management information and fiscal systems and operating system data acquisition and controls.
- ❖ Data processing equipment operations, maintenance, and repair. Application of electronic data acquisition, transmission, storage and processing methods to the operations and services of the District.
- ❖ Principles of budget preparation and fiscal controls
- ❖ Principles of supervision, training, and management.

### Ability to:

- ❖ Plan, organize, coordinate, and direct the information and control system functions of the District.
- ❖ Provide supervision, training, work development and evaluations for District staff.
- ❖ Assist with the development and control of the budget.
- ❖ Analyze potential information and control system applications and coordinate development of applications to achieve desired results.
- ❖ Provide advice and consultation on use and development of information and control system systems for District management and staff.
- ❖ Prepare oral and written reports.
- ❖ Effectively represent the District's data processing functions with users and vendors.
- ❖ Establish and maintain cooperative working relationships.

## Desirable Education and Experience

Any combination of education and experience which would likely provide the necessary knowledge and abilities is qualifying.

- ❖ A typical way to obtain the knowledge and abilities would be:
  - ❖ Five years of increasingly responsible work experience in the development and utilization of data processing methods, systems, software, and equipment. At least two years of the experience should have been in a management or supervisory capacity.

## Special Requirements

- ❖ Possession of a valid California Driver's License, Class C, as issued by the State of California Department of Motor Vehicles; and a driving record acceptable to the District's auto insurance provider.
- ❖ Obtain and maintain defensive drivers training certification (training provided by the District)
- ❖ Obtain and maintain CPR and First Aid training certification (training provided by the District)