



City of Los Angeles

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City of Los Angeles Personnel Department

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ASSISTANT DIRECTOR INFORMATION SYSTEMS

Class Code: 9377

Open Date: 04-10-15

(Exam Open to Current City Employees)

ANNUAL SALARY

\$142,359 to \$176,853; \$156,537 to \$194,476; and \$171,466 to \$213,017

NOTES:

1. Candidates from the eligible list are normally appointed to vacancies in the lower pay grade positions.
2. For information regarding reciprocity between the City of Los Angeles departments and LADWP, go to http://per.lacity.org/Reciprocity_CityDepts_and_DWP.pdf.
3. The current salary range is subject to change. You may confirm the starting salary with the hiring department before accepting a job offer.

DUTIES

An Assistant Director Information Systems is responsible for directing information services functions, including data, voice and network operating centers; technical services, production control, help desks, voice and data communication networks and telecommunication systems, computer program development, database administration and computer operations; major system implementation projects and adoption of new technologies; and provides overall management and definition of all computer and communication activities.

REQUIREMENT

Two years of full-time paid experience with the City of Los Angeles as an Information Systems Manager, a Director of Systems, or in a class at that level managing a group of employees engaged in systems analysis, design, development or operation of computer based information systems, voice and data communication networks and systems, or implementation of a major business application.

NOTES:

1. Applicants who lack six months or less of the required experience may file for this examination. However, they cannot be appointed until the full experience requirement is met.
2. Some positions may require a valid California driver's license. Candidates may not be eligible for appointment to these positions if their record within the last 36 months reflects three or more moving violations and/or at-fault accidents, or a conviction of a major moving violation (such as DUI).

WHERE TO APPLY

Applications will only be accepted on-line. When you are viewing the on-line job bulletin of your choice, simply scroll to the top of the page and select the "Apply" icon. On-line job bulletins are also available at <http://agency.governmentjobs.com/lacity/default.cfm?promotionaljobs=1> for Promotional Examinations.

APPLICATION DEADLINE

Applications must be received by **THURSDAY, APRIL 23, 2015**.

NOTE:

Applicants are urged to apply early to ensure you have time to resolve any technical issues you may encounter.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER

SELECTION PROCESS

Examination Weight: Essay **Advisory**
Interview **100%**

The examination will consist entirely of an evaluation of professional and personal qualifications by interview. In the interview, emphasis may be placed on the candidate's experience, training and background as they demonstrate the knowledge of: principles and practices involved in the administration of a technologically advanced and large multi-computer operations environment; principles and practices of information system development and project management for the implementation of complex information systems including application integration and communications technology and methodology; client-centric computing and departmental computing; data, technology, and application architecture issues; principles and practices for information security; budgeting and financial administration, personnel administration, and administrative analysis; cost accounting, purchasing and contracting; pertinent City and Personnel Department rules, policies and procedures, including Equal Employment Opportunity laws and regulations; leadership and principles and practices of management and supervision, including directing, assigning, motivating, training, counseling, disciplining, commending and evaluating the work of subordinates; and the ability to provide technical direction in the information management field, including systems, applications and operations activities; coordinate information technology systems operations with the activities of systems software programming, advanced network design and systems analysis, design, and programming; plan, direct and coordinate the activities of administrative, technical and support personnel engaged in a variety of information management activities; motivate subordinates to work productively and efficiently; exercise sound administrative judgment and demonstrate fiscal responsibility in the development of new methods and procedures; demonstrate originality, initiative and creativity in the solution of difficult problems; prepare and present oral and written reports and recommendations concisely, persuasively, and logically; deal tactfully and maintain effective working relationships with subordinates, public officials, representatives of other governmental agencies, outside contractors and the general public; and other necessary skills, knowledge and abilities.

At the time of the interview, candidates will be required to prepare some written material related to the duties and responsibilities of an Assistant Director of Information Systems. This essay material will not be separately scored, but will be presented to the interview board for discussion with the candidate and for consideration in the overall evaluation of the candidate. Candidates who fail to complete the advisory essay may be disqualified. Candidates may anticipate that PCs (personal computers) will be made available to type their advisory essay responses.

Candidates will be notified by e-mail of the date, time and location of the interview, which will be held in Los Angeles. It is anticipated that the interviews will begin during the period of **JUNE 15, 2015 to JUNE 26, 2015**.

NOTES:

1. Appointment to this position is subject to a one-year probationary period as provided by Section 1011 of the Los Angeles City Charter.
2. Candidates will accrue seniority credit at the rate of 0.10 of a point for each year of continuous service in those classes which provide qualifying experience for this position. A maximum of one point will be added to the score of those candidates.
3. As a covered entity under the Fair Employment and Housing Act and Title II of the Americans with Disabilities Act, the City of Los Angeles does not discriminate on the basis of disability and upon request, will provide reasonable accommodations to ensure equal access to its programs, services, and activities. To request a disability accommodation, please complete the Disability Accommodation Form within 14 calendar days of the submittal of the City application. The Disability Accommodation Form can be obtained at http://per.lacity.org/exams/verify_disability.pdf.
4. Applications are accepted subject to review to ensure that minimum qualifications are met. Candidates may be disqualified at any time if it is determined that they do not possess the minimum qualifications stated on this bulletin.
5. A final average score of 70% is required to be placed on the eligible list.
6. You must have received a regular appointment to a City position or be on a reserve list to file on a promotional basis.
7. If in accordance with the Rule of Three Whole Scores all applications are eligible for appointment consideration, the examination will consist entirely of an evaluation of the candidates' City employment applications by Personnel Department staff to ensure that the minimum requirements are met.

THIS EXAMINATION IS TO BE GIVEN ONLY ON AN INTERDEPARTMENTAL PROMOTIONAL BASIS

The City of Los Angeles does not discriminate on the basis of race, religion, national origin, sex, age, marital status, sexual orientation, gender identity, gender expression, disability, creed, color, ancestry, medical condition (cancer), or Acquired Immune Deficiency Syndrome.

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