



# Information Services Manager

## Are you...

- Passionate for municipal government?
- An independent thinker?
- A team player?
- Looking for that next big challenge?

## Primary Responsibilities

Reporting to the City Administrator, the Information Services Manager is an at will department head position that accepts full responsibility for all Information Systems activities and services, including all systems relating to computers and telecommunications. The Information Services Department consists of the Manager, 1 Network Administrator and 2 Computer Technicians. Services are provided to all City departments, including Police and Fire. The Information Services Manager is also heavily involved in the City's implementation of a new Enterprise Resource Planning software package, Tyler Munis. The City is looking for a collaborative manager with excellent communication skills to be part of its management team.

## Qualifications

Experience: At least five years of progressively responsible professional experience within the information and telecommunications field, including the design, implementation and operation of wide and local area networks.

Education: A bachelor's degree in Information Systems, Computer Science or other related field.

License: A valid California driver's license is required.

## Application Process

This position is open until filled. First application review will be Friday, 2/3/17.

Candidates must be available for interviews on Thursday, 2/16/17.

Applications may be obtained from the City's website [www.cityofmadera.ca.gov/apply](http://www.cityofmadera.ca.gov/apply) or by calling the City's Human Resources Department at (559) 661-5400, option 8. Original applications must be submitted to the City's Human Resources Department. Facsimiled or digitally signed applications will not be accepted.

City of Madera  
Human Resources  
205 W. 4th Street  
Madera, CA 93637  
(559) 661-5401

# Compensation and Benefits

## Salary

The Information Services Manager is assigned to Range 474 of the City of Madera Salary Schedule. The individual steps within this range are as follows. There is a 3% cost of living adjustment scheduled for July 2017.

Step A	Step B	Step C	Step D	Step E	Step F
\$7,348/mo	\$7,716/mo	\$8,101/mo	\$8,506/mo	\$8,931/mo	\$9,378/mo

## Retirement

The City participates in the CalPERS defined benefit retirement system. Retirement formulas and contributions are as follows. The terms "Classic Member" and "New Member" are as defined by CalPERS.

### **Classic Members employed with the City of Madera prior to 10/20/2012**

- 2.5% at 55 formula, single highest year final compensation
- Employee Contribution paid by the employee pre-tax: 8%

### **Classic Members employed with the City of Madera on or after 10/20/2012**

- 2% at 60 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 7%

### **New Members employed with the City of Madera on or after 1/1/2013**

- 2% at 62 formula, average three year final compensation
- Employee Contribution paid by the employee pre-tax: 6.25%

In addition to CalPERS, the City offers two 457(g) deferred compensation plans that employees may choose to participate in. The City does not participate in Social Security.

Consistent with concession bargaining that occurred for all employees in 2011/12, miscellaneous management employees agreed to decrease their compensation by 2.375%. This can be accomplished in one of three ways: a reduction in annual leave, a reduction in salary, or a post-tax payroll deduction towards the CalPERS Employer Contribution.

## Annual Leave

In lieu of vacation, sick, holiday and administrative leave, management employees are provided 45 days of annual leave. The employee is credited with 25 days on July 1 of each year with up to an additional 160 hours credited for hours used in an hour-for-hour swap. Unused leave is cashed out at the end of each fiscal year.

## Management Incentive Pay

Management employees may make an irrevocable election to convert 7 days of leave to 2.7% management incentive pay.

## Health Insurance

The City contributes a monthly amount for the employee to use to purchase health, dental and vision coverage through an IRS Section 125 plan. The City's current contribution covers 100% of the premium for health, dental and vision insurance at each enrollment level (EE only, EE+1, or EE+Family). Health insurance is through United Healthcare with a PPO plan, dental insurance is provided by Principal Financial and vision insurance is through Superior Vision.

## Life Insurance

The City provides a \$50,000 life and accidental death and dismemberment policy along with \$5,000 dependent life. The employee may purchase additional supplemental life insurance for him/herself, spouse and/or dependents. Additionally, the City provides a \$100,000 business travel accident policy.

## Medicare

The City contributes an amount equal to 1.45% of the employee's salary; the employee also contributes 1.45%.

## Employee Assistance Program

The City of Madera offers an employee assistance program for employees and dependents that provides counseling and other services for dealing with life's challenges at no cost to the employee.

The City of Madera is an equal opportunity, drug free employer. Appointment will be contingent upon an extensive background check, pre-employment physical and drug screen. Final selection and appointment will be made by the City Administrator, with candidate's at-will employment agreement subject to City Council approval.