

COUNTY OF SOLANO

Information Technology Finance & Administration Manager

DEFINITION

Plans, organizes and directs departmental fiscal and other administrative services directly related to information technology including: budgeting, cost estimating, shared-services chargeback, contract/procurement, and project reporting; Supervises, coordinates and participates in cost management, supplier performance, project cost and schedule performance, and other analytical studies; serves as a member of the department's management/supervisory team.

CLASS CHARACTERISTICS

This class is characterized by its senior management responsibility over a variety of administrative and fiscal activities in support of overall Office of Information Technology departmental operations. Incumbents have considerable latitude in planning and organizing administrative services, and serve as advisors to the department head/management team on financial, personnel and other administrative functions. Incumbents supervise administrative and program support staff.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from a division manager or higher-level classification.

Exercises supervision over professional, technical and clerical staff.

EXAMPLES OF DUTIES –*Duties may include but are not limited to the following:*

Plans, directs, conducts and manages complex organizational and operational functions covering interdepartmental, or interagency matters such as operations, budget preparation and control, equipment usage, staffing patterns, contract development, work flow, space utilization, training, and affirmative action; may implement new/changed data information systems; prepares reports and correspondence of fiscal, administrative and operational matters.

Manages and maintains the system of on-going financial control such as monthly closing/accruals, billing settlement with vendors, and account reconciliation. Acts as a liaison with other departments, prepares project cost estimates, as well as analyzes and sets chargeback rates for both internal and external clients.

Develops and maintains financial and supplier metrics to monitor IT sustaining budget and service levels. Identifies strategic target areas for cost improvements. Improvement efforts may include modifying existing supplier agreements, executing new agreements, and changes to the internal operations model to improve efficiency.

Support IT project planning by developing cost models, preparation of appropriations requests

and performing lease/buy analysis. Understand the construct of existing supplier agreements to identify opportunities to leverage supplier investment.

Performs financial analysis and forecasts for IT operating expenditures. This includes preparing consolidated monthly IT financial reports, cost recovery reports and budget/actual variance reports.

Prepares budgets, develops justifications for budget recommendations; monitors program performance against projected performance to ensure budget and program objectives are met; evaluates financial data and initiates corrective action; develops and implements fiscal and administrative procedures based on cost benefit analysis.

Serves as principal adviser to department management on fiscal, operational and administrative matters; advises on developments in fiscal relationships between County and other agencies.

Conducts feasibility studies; evaluates and analyzes departmental policies, legal mandates, processes and methods; analyzes existing and proposed legislation and directives to determine their impact on fiscal or operational procedures of organizations served.

Supervises professional, technical, administrative, and clerical support staff either directly or through subordinate supervisors.

Maintains professional knowledge in applicable areas and keeps abreast of changes in job-related rules, statutes, laws and new business and technology trends; makes recommendations for the implementation of changes; reads and interprets professional literature; attends training programs, workshops and seminars as appropriate.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles and practices applicable to information technology cost management in a shared-services environment, public administration management, budgeting, staffing, automation, systems analysis, industrial engineering, etc.

Shared-service and IT chargeback models.

Key IT platforms, components, and vendors.

Best practices in the sourcing of IT services.

Service-level agreements and service-level measurement and monitoring techniques.

Benchmarking tools and techniques.

Grant application processes.

Project procurement management processes including: procurement planning; solicitation planning; solicitation; source selection; contract administration and contract close-out.

Project status reporting techniques such as earned value.

Analytical techniques including data collection and presentation methods.

Methods and techniques for analyzing cost effectiveness and work flow.

Program planning techniques.

Mission organizational structure and administrative needs of department to which assigned.

Organizational structure and administrative practices common to local public agencies; methods of financing and fiscal mechanisms of programs of assigned department.

Intergovernmental relationships and regulations that govern operations on assigned area of responsibility.

Accounting methods and practices; automated systems as applicable to assigned management and administrative services; grant sources; contract administration principles.

Skill to:

Operate office equipment including a personal computer, copy and fax machines and printers.

Ability to:

Plan direct, coordinate and supervise a complex services program.

Formulate, develop, justify and control the department's budget.

View IT services from multiple perspectives, relevant to both IT and business customers.

Develop IT shared services chargeback algorithms and methodologies.

Identify, analyze and implement solutions to a variety of administrative and fiscal problems.

Negotiate contracts with IT and communications vendors.

Analyze, interpret and ensure compliance with regulations, laws, policies and contracts.

Supervise, coordinate and evaluate the work of a multi-discipline staff.

Prepare clear and concise reports on complex or detailed fiscal and other administrative matters.

Formulate policy, develop program objectives and evaluate departmental goals and procedures.

Collect and analyze data to research regulations, procedures and/or technical reference materials.

Prepare funding proposals, and narrative and statistical reports.

Secure cooperation and teamwork among professional and support staff; project consequences of decisions.

Interpret administrative direction.

Develop operational policy and procedure.

Recognize and respect limit of authority and responsibility.

Work effectively with others who have objectives counter to assigned role.

Effectively delegate responsibility and authority to others.

Communicate and interact in situations requiring instruction and persuasion.

Establish and maintain effective working relationships with a variety of organizations and individuals.

EXPERIENCE AND EDUCATION/TRAINING

Experience:

Five years of progressively responsible experience as an information technology cost analyst or equivalent classification in information technology which included management and supervisory responsibility in the above areas in a public or private agency.

Education/Training:

Bachelor's degree from an accredited college or university is required, preferably with course work in business, public administration, accounting or closely related field.

SPECIAL REQUIREMENTS

Possession of, or ability to, obtain a valid Class C California driver's license may be required.

SUPPLEMENTAL INFORMATION

Independent travel may be required.

ADA COMPLIANCE

Physical Ability: Physical Ability: 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 (5-10 pounds). Tasks may involve extended periods of time at a keyboard or workstation.

Sensory Requirements: Requires the ability to recognize and identify similarities and differences between shade, degree or value of colors, shapes, sounds, forms, textures or physical appearance associated with job-related objects, materials, tasks or people.

Environmental Factors: Tasks are regularly performed without exposure to adverse environmental conditions.

Revised Date: February 2003

Revised Date: May 2003

BOS Date: June 30, 2003