CITY OF LIVERMORE
CALIFORNIA

NOW ACCEPTING APPLICATIONS:
INFORMATION TECHNOLOGY COORDINATOR

Testing and Selection
Applications and supplemental questions will be screened to determine the best qualified candidates, who may be invited to participate in a written exercise and/or Qualifications Appraisal Board interview, tentatively scheduled for the week of Sept 16th, 2024.

General Information
Appointment to City employment is contingent upon passing a fingerprint criminal background check. At time of hire, you must provide proof of United States citizenship or authorization to work in the United States. The probationary period for this position is at least 12 months.

Americans With Disabilities Act (ADA)
If you are a qualified individual with a disability as defined by the ADA and you need reasonable accommodation to participate in any of the tests, you must notify Human Resources at the time you submit your application.

$10,424.41 - $13,030.51 Monthly

The Position
The current Information Technology Coordinator vacancy is located in the Information Technology Division at City Hall. This is a management level position responsible for implementing, analyzing, maintaining, and managing computer software, database systems, and other specialized computer applications. The workflow for this vacancy is centered around SharePoint management, enterprise software applications, and other high-level software integrations.

## Bargaining Group
Livermore Management Group

Benefits

- $1950/month towards "cafeteria plan" (medical/dental/vision)
- Optional 457 retirement plan, with employer contributing up to $185
- Up to $100/month reimbursement for gym dues
- Generous paid leave
- CalPERS retirement
- Tuition reimbursement

AND MORE! Go to Benefits Information at livermoreca.gov for more info!

To Apply
Apply online at www.livermoreca.gov/jobs by 5:00 pm on Sept 2nd, 2024.
A completed online employment application packet, including answers to the supplemental questions, must be received in the Human Resources Division by the deadline to be considered for this position.
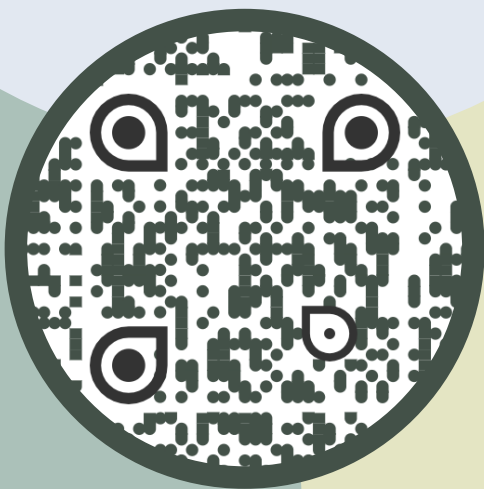
INFORMATION TECHNOLOGY COORDINATOR

THE POSITION

Under general direction, The IT Coordinator administers, implements, analyzes, maintains, and manages computer software, and database systems in an assigned department; performs research and analysis of current and potential information technology options for management; assists users and resolves system problems; serves as a member of the department's management team; and performs other duties as assigned.

Examples of duties and responsibilities may include:

- Administers and coordinates the implementation, operation, security and maintenance of computer systems ensuring consistency and compatibility with other City systems for the department to which assigned
- Evaluates current operational procedures and establishes goals and objectives
- Identifies and recommends economical and feasible methods for automating workflow
- Researches and recommends enhancements or changes to existing systems and software products
- Monitors day-to-day computer operations for the department to which assigned
- Responds to inquiries for service from staff
- Resolves operational and service problems

THE IDEAL CANDIDATE

The ideal candidate will possess the following knowledge, skills, abilities, and characteristics:

- Knowledge of enterprise resource planning software administration, especially Tyler Munis
- Team oriented with strong customer service skills and an ability to work in a dynamic environment solving problems involving multiple interests using judgement, initiative, and creativity
- An excellent communicator who ensures management, staff, users, consultants, and vendors are well-informed
- Effective in establishing goals and objectives and completes work in established time frames

QUALIFICATIONS

Any combination of experience, education and training that would provide the best qualified candidates. A typical way to obtain the knowledge, skills and abilities would be:

Experience: Three years of professional and progressively responsible and varied experience in computer systems and networking that would relate to the duties of this position.

Education: Equivalent to a Bachelor's Degree in computer science, management information systems or a related field.

Training: Any recent training such as, academic courses and certification programs which are relevant to this job classification.

License: Possession of a valid California driver's license and a satisfactory driving record as determined by the City.

Other Requirements: Willingness and ability to work the hours necessary to accomplish the assigned duties including after normal work hours; be on-call for technical support and emergencies; attend meetings, seminars, conferences and training classes during or after normal work hours; travel out of town or out of state for several days at a time.

Special Requirements: Essential duties require the mental and/or physical ability to: work in a standard office environment; drive a vehicle; read fine print on maps/documents and computer monitors; detect subtle shades of color with no color deficiencies; hear radio or telephone transmissions, frequently with interference and static; speak in a clear, understandable voice with sufficient volume and tone quality to project effectively over radio and telephone; operate a computer and complex radio computer equipment; connect and disconnect cables, phone wiring, and circuit boards; load and unload computer tapes; bend, stoop, stretch, reach, and climb to install, test and move computer equipment; work at a computer terminal for long periods of time; and strength to safely lift and move up to 40 pounds.

The information contained in this announcement is subject to change and does not constitute either an expressed or implied contract.

APPLY BY 5:00 PM ON SEPT 2ND, 2024!

www.LivermoreCA.gov/jobs