

Class Title: Information Management Supervisor

BRIEF DESCRIPTION OF THE CLASSIFICATION:

Provides database and information analysis and management support to all levels of city government in city, as well as outside agencies, businesses, and the general public. Analyzes neighborhood, city, and regional trends to determine development patterns and to provide basic and complex demographics and economic information about the city. Provides management to various projects.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

	Physical Strength Code	ESSENTIAL FUNCTIONS
1	S	Manages databases by developing and maintaining in-house databases, designing new databases, querying them for information, and analyzing large city data files.
2	S	Manages various City projects by providing technical and professional guidance, developing and implementing plans for project participation, coordinating committees, and planning and managing data obtained during projects.
3	S	Evaluates data by analyzing citywide, regional, and neighborhood data to determine development trends and patterns using city databases and outside data sources and providing this data to city decision makers and other agencies. Provides U.S. Censuss and other demographic data and maps to all City departments for use in grant applications and other studies.
4	S	Provides zoning support services by working with the public to assist in the review of business license applications, responding to zoning inquiries, obtaining information on city codes, zoning ordinances, and city geography, and interpreting those codes and ordinances.
5	S	Develops, designs, and maintains department web page by using various graphic programs.
6	S	Manages departmental GIS development and use by coordinating the department's GIS training and orientation, corresponding with the GIS Bureau, carrying out complex mapping needs, supervising personnel in the use of GIS, coordinating the development of planning layers on citywide GIS. Provides redistricting services utilizing specialized GIS software to the City Attorney's office and the Office of the General Registrar in setting up and changing City wards, superwards, and votin precincts.

CSC Adopted: October 2001 , CSC Revised: October 2006

CLASS REQUIREMENTS:

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires specialized knowledge in a professional or technical field. Work requires professional level of knowledge of a discipline equivalent to that which is acquired in a Bachelors degree-level of study.
Experience	Three years experience in Data Analysis / Planning and GIS / Computer database analysis.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read technical manuals, government regulations, proposals, and various reports, as well as search and use internet web sites to obtain data.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division, and statistics.
Writing	Work requires the ability to write various reports and correspondence.
Managerial	Managerial responsibilities include coordinating and implementing projects and resolving issues related to computer systems/GIS.
Budget Responsibility	Prepares documents and does research to justify language used in documents for a unit of a department and may recommend budget allocations.
Supervisory / Organizational Control	Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.
Complexity	Work requires analysis and judgment in accomplishing diversified duties. Work requires the exercise of independent thinking within the limits of policies, standards, and precedents.
Interpersonal / Human Relations Skills	Contact others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. Works with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required. Vendors and suppliers may also be called upon for information on purchases, supplies or products. Meetings and discussions may be conducted with customers, vendors and sales representatives.

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OVERALL PHYSICAL STRENGTH DEMANDS:

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. Occasionally, 25-50 lbs. Frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Consultations, meetings, presentations
Sitting	F	Computer, desk work, meetings, driving
Walking	O	Offsite, to/from office equipment
Lifting	R	Maps, boxes, books
Carrying	R	Maps, boxes, books
Pushing/Pulling	R	File cabinet drawers, chairs
Reaching	R	Filing in cabinet drawers, bookshelf
Handling	F	Maps, boxes, books
Fine Dexterity	F	Computer keyboard, telephone keypad, calculator
Kneeling	N	
Crouching	N	
Crawling	N	
Bending	R	Filing and retrieving maps from cabinet drawers
Twisting	N	
Climbing	N	
Balancing	N	
Vision	C	Computer, desk work, paperwork, driving
Hearing	C	Customers, staff, supervisors, media, government agencies, consultations, meetings, presentations
Talking	F	Customers, staff, supervisors, media, government agencies, consultations, meetings, presentations
Foot Controls	F	Driving
Other (specify)	N	

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MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:

Computer, Standard Microsoft Windows and Office software, fax machine, copy machine, calculator, scale, telephone, laser or inkjet printer, scanner, FrontPage, Imaging, Dbase IV, Adobe Acrobat, ArcView, Internet Explorer, HTE and IBM Query, Focus, Easytrieve

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	S
Chemical Hazards	N	Extreme Temperatures	N
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	--

- (1)
- (2)

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	R
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	F
Noisy/Distracting Environment	R
Other (see 3 below)	N

- (3)