

RECOMMENDED ACTION AND JUSTIFICATION:

(Policy Item: Yes ___ No)

Approve class specification for department head level Technical Services Director and appoint Dennis Patrick to fill the position effective August 1, 1998 at an annual salary of \$50,000.

It is recommended the existing management class of Technical Services Director be designated as an at-will department head position with adjustments to the duties and abilities to reflect executive responsibilities. The position currently is appointed by and reports to the County Administrative Officer. As Mariposa County's utilization of automated systems has expanded, it is appropriate that this position function as a department head.

The recommended salary level is five percent greater than the current salary range. This level is appropriate given the higher level of responsibility that a department head has.

BACKGROUND AND HISTORY OF BOARD ACTIONS:

This position was established in 1992 and modified in 1997.

COSTS: () Not Applicable A. Budgeted Current FY \$ B. Total Anticipated Costs \$ C. Required Additional Funding \$ D. Internal Transfers \$		SPECIAL INSTRUCTIONS: List the attachments and number the pages consecutively: Class specification _____ _____ _____ _____ _____
SOURCE: () 4/5ths Vote Required \$ A. Unanticipated Revenues \$ B. Reserve for Contingencies \$ C. Source Description: _____ Balance in Reserve for Contingencies, if approved: _____		
CLERKS USE ONLY: Res. No. <u>98-301</u> Ord. No. _____ Vote - Ayes: <u>4</u> Noes: _____ Absent: <u>Almain</u> Abstained: _____ <input checked="" type="checkbox"/> Approved () Denied <input checked="" type="checkbox"/> Minute Order Attached () No Action Necessary The foregoing instrument is a correct copy of the original on file in this office Date: _____ ATTEST: _____ MARGIE WILLIAMS, Clerk of the Board County of Mariposa, State of California BY: _____ Deputy		
ADMINISTRATIVE OFFICER'S RECOMMENDATION: This item on agenda as: <input checked="" type="checkbox"/> Recommended <input type="checkbox"/> Not Recommended <input type="checkbox"/> For Policy Determination <input type="checkbox"/> Submitted with Comment <input type="checkbox"/> Returned for Further Action Comment: _____ _____ CAO's Initials: <u>JK</u>		

MARIPOSA COUNTY BOARD OF SUPERVISORS

MINUTE ORDER

TO: DENNIS PATRICK, Technical Services Director
FROM: MARGIE WILLIAMS, Clerk of the Board *MW*
SUBJECT: Class Specification for Department Head Level Technical Services
Director; Res. 98-301

THE BOARD OF SUPERVISORS OF MARIPOSA COUNTY, CALIFORNIA,

ADOPTED THIS Order on July 28, 1998

ACTION AND VOTE:

10:16 a.m. Resolution Approving Class Specification for Department Head Level Technical Services Director and Appoint Dennis Patrick to Fill the Position Effective August 1, 1998 at an Annual Salary of \$50,000 (Administration)

BOARD ACTION: Discussion was held, and it was noted that the January 1, 1999, three percent salary increase for appointed department heads would apply to this position. (M)Pickard, (S)Stewart, Res. 98-301 adopted approving class specification for department head level Technical Services Director and appointing Dennis Patrick to fill the position effective August 1, 1998, at an annual salary of \$50,000; and the current position of Technical Services Director was eliminated/Ayes: Reilly, Stewart, Parker, Pickard; Excused: Balmain.

cc: Nancy Kyle, Personnel
Ken Hawkins, Auditor
Janet Hogan, County Administrative Officer
File

MARIPOSA COUNTY

JOB TITLE: TECHNICAL SERVICES DIRECTOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Plans, organizes and conducts activities related to the County computer, radio, telephone, and related technical systems; reviews, evaluates, and prioritizes departmental service requests and prospective levels of service; and performs related duties as required. This position is responsible for management, financial administration, program activities, and procedural and policy issues as they relate to the operation of centralized computer services, departmental service requests, and coordination of the technical systems of the County. Employees in this classification receive executive direction within a framework of overall objectives. This position functions both as an executive manager with administrative, supervisory and fiscal responsibilities and as a technician directly responsible for successful completion of various tasks related to operations of the County's centralized automated system.

SUPERVISOR: This position is appointed by and serves at the pleasure of the Board of Supervisors

TYPICAL DUTIES:

- Advises the Board of Supervisors, Administrative Officer, and department heads as appropriate on all policy and administrative matters related to technical systems; recommends data processing, telephone, radio, and related equipment, personnel and supply requirements to accomplish effective processing of information.
- Consults with and advises department heads regarding the feasibility and cost effectiveness of automating department functions.
- Directs Technical Services Department staff in the development and operation of centralized data processing systems and applications; confers with subordinates regarding priorities and technical problems; and makes final decisions regarding technical matters dealing with the application of new tasks to the various computer systems of the County.
- Conducts in-service training programs for key County personnel to ensure a unified approach to data processing.

MARIPOSA: TECHNICAL SERVICES DIRECTOR**TYPICAL DUTIES (cont'd):**

- Directs preparation of the annual budget; and establishes control and measurement tools for the delivery of services and cost controls.
- Works with departmental representatives, equipment suppliers, and other agencies in developing and implementing new technical applications.
- Negotiates, administers and monitors contracts with private and public agencies providing hardware, data and information processing services for the County.
- Prepares long-range plans related to automation and communications and makes progress reports as required for the Board of Supervisors.
- Represents the County and speaks before public bodies, groups and organizations, and the general public on matters pertaining to technical services.
- Participates as a member of various committees independently and/or where directed by the Board of Supervisors.

EMPLOYMENT STANDARDS:**Knowledge of:**

- management principles and techniques
- extensive knowledge of current data processing/computer development, computer programming and operational techniques
- extensive knowledge of the principles and methods of systems and procedure analysis
- working knowledge of public purchasing, requisition practices and procedures, and contract negotiations and administration

Ability to:

- plan, direct and coordinate the work of subordinate staff
- deal tactfully, convincingly and effectively with department personnel, government officials and the general public

MARIPOSA: TECHNICAL SERVICES DIRECTOR

Ability to (cont'd):

- analyze and interpret complex data
- direct cost-effective studies and recommend alternatives
- develop and update departmental rules, regulations and policies
- effectively assemble, organize and present in written and/or oral form reports containing alternative solutions and recommendations regarding specific resources, plans and policies

MINIMUM QUALIFICATIONS

Education and Experience:

- A bachelor's degree from an accredited college or university in information systems, computer science, public administration, or a closely-related field; and five years of professional data processing, programming and systems supervisory and/or administrative experience providing data processing services through system analysis, computer programming, and associated operational techniques.

Possession of:

- a valid California driver's license.

Creation date: 11/92
Revision date: 11/97 - B/S 97-456
Revision date: 7/28/98 - B/S 98-301
techsvc.frm