

DEPARTMENT: County Counsel BY: Jeffrey G. Green PHONE: 209/966-3222

RECOMMENDED ACTION AND JUSTIFICATION: (Policy Item: Yes () No(X))

Adopt this resolution approving the attached revised class specification for the position of Technical Services Director.

BACKGROUND AND HISTORY OF BOARD ACTIONS: Per Mariposa County Personnel Policies and Procedures Handbook, Section 4.02 "Classification Plan Amendment: The Board may create new classes or revise or abolish existing classes."

This requested revision restates the minimum qualifications to better define the position's education requirements and bring it in line with other County positions that function at a comparable level. Further, it will maintain an appropriate relationship with requested subordinate staff.

LIST ALTERNATIVES AND CONSEQUENCES OF NEGATIVE ACTION:

Do not approve this requested revision.
Make any changes to this proposed revision as deemed necessary by the Board.

COSTS: (X) Not Applicable

A. Budgeted current FY \$ _____

B. Total anticipated costs \$ _____

C. Required additional funding \$ _____

D. Internal transfers \$ _____

SOURCE: () 4/5ths Vote Required

A. Unanticipated revenues \$ _____

B. Reserve for contingencies \$ _____

C. Source description: _____

Balance in Reserve for Contingencies, if approved: \$ _____

SPECIAL INSTRUCTIONS:
List the attachments and number the pages consecutively:

CLERK'S USE ONLY:

Res. No.: 92-456 Ord. No. _____

Vote - Ayes: _____ Noes: _____

Absent: _____ Abstained: _____

() Approved () Denied

() 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:

Recommended

Not Recommended

For Policy Determination

Submitted with Comment

Returned for Further Action

Comment: _____

A.O. Initials: JG

MARIPOSA COUNTY

JOB TITLE: TECHNICAL SERVICES DIRECTOR

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under general policy direction of the Administrative Officer, 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 single position class serves as the head of technical services which include data processing, radio, telephone, and related aspects of county government. 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. Work is performed with a maximum amount of independence within established policies and procedures as set forth by the Board of Supervisors, the Administrative Officer, and other relevant laws, ordinances and regulations.

SUPERVISOR: This position reports to and is appointed by the Administrative Officer

TYPICAL DUTIES:

- Advises the Board of Supervisors, Administrative Officer, and department heads as appropriate on all policy, administrative, and 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 placing department functions on data processing equipment.
- Directs 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**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
techsvc.frm