APPLICATION PROCESS

The Information Systems Specialist recruitment is open/competitive. There is currently one vacancy in the Information Technology Division. This recruitment will assist to establish an eligibility list for current and future full-time vacancies. All interested applicants must submit a cover letter, resume, and required completed City application no later than **5:30 p.m., Monday, July 16, 2018.**

City of Hesperia
Human Resources Division
9700 Seventh Avenue
Hesperia, CA 92345
(760) 947-1100
Job Line (760) 947-1100
Select Option #1
www.cityofhesperia.us
TDD (760) 947-1119
EOE

All applications will be reviewed in detail. Only those applicants possessing the most relevant qualifications will be invited to continue in the selection process. City appointments are contingent upon successful completion of a comprehensive background investigation, fingerprinting, medical and drug screening, as well as verification of United States citizenship or legal authorization to be employed in the United States.

NOTE: The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. This position may be subject to an adjusted work schedule in order to fulfill our customer service commitment.

THE COMMUNITY

Serving as the Gateway to the High Desert, the City of Hesperia is conveniently located at the foot of the San Bernardino Mountain Range, 35 miles north of San Bernardino, 90 miles northeast of Los Angeles, and 195 miles southwest of Las Vegas, at the intersection of Highway 395 and Interstate 15. With an elevation of 3,250 feet, Hesperia is one of the largest cities in California, with an area of approximately 75 square miles, its adopted sphere of influence extends its geographic reach by an additional 32 square miles. Incorporated in 1988, the City of Hesperia's population is approximately 96,000. Hesperia offers the best of Southern California lifestyle with clean air, over 350 days of sunshine and deep blue skies that attract businesses and residents alike. With its strategic location, Hesperia is posturing itself to be a major distribution and logistics hub in the Southern California Region.

CITY GOVERNMENT

The City of Hesperia is a general law city with a council-manager form of government. Hesperia has a five member City Council who are elected at-large to staggered, four-year terms. Council members also serve as the governing board of the Water District and Fire District. With a full time staff of 169, City departments include: City Manager (City Clerk), Management Services (Finance, Human Resources/Risk Management and Information Technology), Development Services (Building and Safety, Engineering, Planning, Animal Control, Code Enforcement), Public Works (Street and Water Division), and Economic Development. The City contracts for Police and Fire services from the County of San Bernardino.

City of Hesperia

Invites Your Interest for the Position of

Information Systems Specialist

(Hardware/Software Support)

THE POSITION

The *Information Systems Specialist (Hardware/Software Support)* performs responsible computer hardware and software support activities to the City, affected subsidiary agencies, and its contractors including system design, development, installation, operations and maintenance, need and feasibility analysis, data communications and database management; performs related duties as required.

The incumbent coordinates and oversees the operation and performance of all local area networks and computer systems City-wide and troubleshoots hardware and software problems and errors for information processing personnel; determine causes of any errors or system failure and takes corrective actions. Manages the operation of personal computers, micro-computers and networked systems, including PC-based data-communication and telecommunication systems; maintains standards of operational capacity and ease of work flow. Participates, researches and develops recommended solutions in planning improved computerization capabilities and confers with City departments to evaluate information needs. Coordinates testing and maintenance of computer hardware, software and peripheral equipment; remains current on new hardware and software products. Confers with vendors and assesses applicability to City's needs; recommends hardware; confers with contracted computer service vendors to determine feasibility and cost effectiveness of alternative system design. Develops and prepares computer and network operational procedures and sequence to meet user needs and prepares related documentation; maintains documentation library of hardware/software resource materials, hardware inventory files, and software catalog. Responds to questions and concerns from employees regarding networks or software problems; provides information as appropriate and resolves complaints; schedules and conducts training sessions. Performs other peripheral duties as necessary for the successful performance of the job. This position participates in the Adjusted Work Schedule as required.

WORKING CONDITIONS

Position requires prolonged or intermittent sitting, standing, walking on level, uneven, or slippery surfaces, reaching, twisting, turning, kneeling, bending, stooping, squatting and crouching. The position also requires grasping, repetitive hand movement and fine coordination in preparing reports and using a computer keyboard in the performance of daily duties. Additionally, the position requires near and far vision when reading correspondence and using a computer and acute hearing is required when providing phone service and communicating in person. The need to lift, carry, push, and pull files, reports and other materials weighing up to 40 pounds is required. The employee may occasionally be required to travel to different sites and locations; when working outdoors the incumbent may encounter extreme weather conditions, including wet, hot, cold, wind, snow, ice, and heavy vehicle traffic. The noise level in the work environment is usually quiet to moderate when indoors and moderate to loud when outdoors.

QUALIFICATIONS

Requires five (5) years increasingly responsible experience with relevant computer systems and/or working with personal computers and network administration, including one (1) year of experience in research, analysis and development of solutions to user problems; a Bachelor's degree from an accredited college or university in major coursework in computer science, information systems or a related field; and a High School diploma or GED; or any combination of education and experience that has provided the knowledge, skills and abilities necessary for this position.

COMPENSATION

The Information Systems Specialist is a Non-Represented Management position with a monthly salary range of $5951—$7253 (Effective July 1, 2018).

BENEFITS

- Prior Public Service—CalPERS Formula 2.7% @ 55 (Employee contributes 8% (employee cost) and 1% (cost sharing) of annual salary)
- CalPERS Pension Reform Formula 2% @ 62 (Employee contributes 6.25% (normal cost) of annual salary)
- Health Benefits – up to $1013 per month toward medical, dental and vision insurance (Effective July 1, 2018)
- City paid
  - Employee Only Premium for Dental Insurance
  - Employee Only Premium for Vision Insurance
  - Life Insurance (One (1) times annual salary)
- Short Term and Long Term Disability Insurance participation required
- Vacation (80 hours accrued during first year)
- 11 holidays
- Sick leave (96 hours per year)
- Administrative Leave (65 hours per fiscal year)
- 401 (a) Deferred Compensation Plan (3% of Salary—City paid)
- 457 (b) Deferred Compensation Program available
- IRS 125 Plan Flexible Spending Accounts available
- Employee Assistance Program available
- Tuition Reimbursement Program (Up to $3,000 a fiscal year available for eligible employees.)
- 9/80 Work Schedule/Adjusted Workweek Schedule participation required
- The City **does not** participate in the Social Security program, except for the mandatory 1.45% Medicare Contribution