

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Principal Information Technology Analyst	Job Family: 2
General Classification: Management	Job Grade: 37

Definition: Under general direction from the Information Technology (IT) Director, Assistant IT Director, or assigned management staff, performs system integration and complex analysis of systems and methods using structured techniques; enhances the use of relational, network, and/or hierarchical databases for centralized use of data with distributed access computer systems; and manages business process reengineering, upgrades, new technology, and major information system projects within the City.

Distinguishing Characteristics: The Principal Information Technology (IT) Analyst is the highest level in the Analyst series. This classification is distinguished from the lower-level Senior IT Analyst in that the Principal IT Analyst is assigned the most complex duties and responsibilities of the classifications in the series, works independently to complete projects, acts as the lead with managing information system projects that includes updating and maintaining existing systems, works collaboratively with departments to manage business process reengineering, upgrades, new technology, and system implementation projects to support operations.

May exercise direct and indirect supervision over assigned clerical, technical, professional, or other management personnel.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Supervises assigned IT staff; plans, prioritizes, assigns, and reviews the work of staff; provides coaching, guidance, and direction; prepares and delivers evaluations of assigned staff.
2. Analyzes and develops integrated, complex, centralized, and distributed databases accessible across computer systems.
3. Conducts feasibility studies, requirements analysis, and system design reviews; and prepares business and system proposals and specification documents.
4. Develops project plans based on project management guidelines; directs, coordinates, and manages major information system projects, leads the work of employees assigned to assist on major projects, and provides regular status communications on progress and issues.
5. Directs, coordinates, and performs system integration activities.
6. Performs ongoing project administration within the City.

7. Supervises and assists other members of staff and line department personnel in the definition of requirements and implementation and training of new information systems and their proper use.
8. Evaluates and recommends improvements to existing systems for increased effectiveness and efficiency.
9. Conducts and assists others in the evaluation of vendor-proposed software, hardware, and technology products and services; recommends and coordinates the acquisition/development and installation.
10. May perform duties of the IT Applications Manager or Assistant IT Director during their absence.
11. Performs other related duties as required.

Minimum Qualifications:

Knowledge of: System analysis and development principles, practices, methods, and techniques; database design and development concepts, methodologies, and practices; project management methodology and practices; functions and operations of various database management systems; and basic systems architecture and integration constructs.

Ability to: Direct, coordinate, and manage large-scale system projects; design and develop online interactive and multi-dimensional databases; analyze and develop functional and technical requirements and specifications; conduct feasibility studies and consult with people at many levels within the organization; plan and estimate project tasks and activities, including manpower, loading, and costing; evaluate program effectiveness; administer IT programs and coordinate work and collaborate with other departments, divisions, and outside agencies and consultants; communicate clearly, and concisely, both orally and in writing; supervise, train, and evaluate assigned staff; and establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

A technology certificate from an accredited college or trade school in information technology, computer applications, web technologies, computer information systems, application development, database design, programming, technology project management, or related field and five years of experience in private-sector or public-sector positions in information technology, including systems analysis work and development,

system integration, or project management, which includes one year of experience working as a lead or supervising staff. Supervisory experience may be substituted for successful completion of the City's supervisory training course within one year of appointment for current City employees.

OR

An associate's degree or have completed 60 semester or 90 quarter units at an accredited college or university in business information systems, computer science, information technology, software information system, or related field and five years of experience in private-sector or public-sector positions in the aforementioned areas, including one year of experience working as a lead or supervising staff (or completion of the City's supervisory training course within one year of appointment for current City employees).

OR

A bachelor's degree or five years of postsecondary education from an accredited college or university with concentration in computer science, information technology, engineering, web science, business information systems, or related field and four years of experience in the aforementioned areas with one year of experience working as a lead or supervising staff (or completion of the City's supervisory training course within one year of appointment for current City employees).

Experience using Microsoft SQL; Visual Basic; ESRI Arc/ Info and Arc/View; and AutoDesk, AutoCAD, and MapGuide, Project Management Tool (Smartsheet) are highly desirable.

Required Licenses or Certificates: Valid Class C California Driver License. Certification in use of enterprise applications, including GIS, land management, work order management, and document management systems and a Project Management Professional Certification (PMP) are highly desirable.

Working Conditions: This position may require work for extended or irregular hours for critical issues. May need to be available for contact after normal business hours.

Established: March 1986

Revised January 2023

HRD/CLASS SPECS

Principal Information Technology Analyst