



Now accepting applications for

INFORMATION SYSTEMS TECHNICIAN



THE POSITION

Are you an energetic, forward-thinking professional with a broad background in the field of information technology (IT)? Do you value working in an organization that promotes creativity and innovation? Do you excel at providing technical support to meet organizational needs? If so, the City of Selma welcomes your application for Information Systems Technician.

The Information Systems Technician reports to the Deputy City Manager and is responsible for performing the investigation of system-related problems, assisting users in resolving daily operational and technical problems, performing database administration and management, and overseeing technical support contracts and consultants to ensure systems and hardware are maintained. The position is also responsible for network administration, IT inventory management, website administration, communications systems, administration of user credentials, software and hardware training, development of replacement plans and ordering equipment.

THE IDEAL CANDIDATE WILL

- Be skilled with solving end-user software and hardware issues while providing expert customer service.
- Have experience with overseeing IT support consultants and executing activities associated with oversight, planning, technical analysis, and administration of contracts.
- Have experience with OpenGov and Microsoft Office administration.
- Be detail-oriented with exceptional organizational skills to perform the job functions.
- Have excellent verbal and written communication skills; use multiple channels to build transparency; have writing capabilities to compose reports, correspondence, documents, and presentations.
- Communicate in a proactive, approachable, and responsive manner demonstrating understanding of stakeholder interests and needs and commitment to meeting them.
- Have knowledge of principles and practices of project management work models.
- Be analytical and appropriately detail oriented.
- Have demonstrated experience in developing project scopes and budgets.



COMPETENCIES

Adaptability and Flexibility - Works through situations involving ambiguity or setbacks by systematically evaluating options and establishing appropriate action plans

Analytical Thinking - Identifies solutions to complex problems integrating findings from several different disciplines; evaluates the various options developed and selects the most effective solution

Collaboration - Fosters staff and stakeholder communication and dialogue; identifies opportunities for building consensus

Communication - Models interpersonal communication that invites participation and future dialogue

Creativity and Innovation - Applies original thinking in approach to job responsibilities and improving processes, methods, systems, and services

Initiative - Identifies and takes action to address problems and opportunities

Problem Solving - Collaborates effectively with others to solve problems and develop solutions that are easily sustainable

Teamwork - Fosters cooperation and collaboration in others through trust-building and relationships

Time Management and Organization - Manages and prioritizes both everyday responsibilities and high-level, longer-term objectives



ABOUT THE COMMUNITY

The City of Selma is a rapidly growing and richly diverse community of close to 25,000 people. The City of Selma is situated in the heart of the Central Valley just southeast of Fresno on Highway 99. The main entrances of Kings Canyon, Sequoia, and Yosemite National Parks are just seventy miles away and the central coast is less than three hours' drive away. There are also direct lines of travel to both San Francisco and Los Angeles.

Even as Selma grows, it strives to retain small town qualities and lifestyle. The quaint central business district has continued to thrive. An economic development consortium of public and private entities collaborates to support local business and welcome new businesses owners and developers to the area. Although the Selma area produces about 90% of the raisins in the U.S. and Selma is called the "Raisin Capital of the World," the city also harkens back to the early days and calls itself, "A Peach of a City." In addition to farming, Selma has manufacturing and meat production. Selma is also home to several major health care facilities.

Selma is a great place to live and work. There are year-round events, community groups, arts, and culture for all ages. The Selma Arts Center, designed by renowned Californian architect, Arthur Dyson, is a performing and visual arts center. Selma offers education for all ages, including colleges nearby in Fresno as well as vocational schools.

ABOUT THE ORGANIZATION

Selma is a full-service municipal agency that has a Council-Manager form of government in which all power and authority to set policy resides with the mayor and council members.

The City Council consists of five members selected by district-based elections, and they represent the legislative body of the City. The City Council is responsible for creating the policies for the City and approving the major actions through which the municipal functions are conducted.



REQUIREMENTS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

- Graduation from an accredited four-year college or university with a degree in data processing, business systems or closely related field, or graduation from an accredited vocational school; and
- A minimum of three (3) years increasingly responsible work in data processing systems, LANs, WANs, and data communications.

Licenses: Possession of a valid Class C California driver's license and a satisfactory driving record, which must be maintained throughout employment in this position.



SALARY AND BENEFITS

The salary range for this position is **\$53,980 to \$64,404** annually; placement within this range is dependent upon qualifications. The City also provides an excellent array of benefits that include:

- **Retirement:** The City is a member of the California Public Employees' Retirement System. Employees hired on or prior to December 31, 2012, currently contribute 8% of the "employee's share" for the 2.7% @ 55 Retirement Plan (integrated with Social Security). Employees hired on or after January 1, 2013, who are considered a new member of CalPERS per PEPPRA regulations, will contribute 50% of the "total cost" for the 2% @ 62 Retirement Plan (integrated with Social Security). Participation is mandatory.
- **Social Security:** Employer and employees pay into the Social Security system through payroll deduction.
- **Deferred Compensation Plan:** City employees may voluntarily participate in a tax-deferred retirement plan, which allows employees to defer a part of their wages and at the same time, lower their state and federal income taxes.
- **Holidays:** The City normally observes twelve (12) holidays a year and employees receive an additional floating holiday for their birthday each year.
- **Vacation:** Basic vacation is accumulated at the rate of one day for each month worked. Beginning with the sixth year of service, additional vacation is accumulated for longevity up to a maximum of 24 days a year.
- **Sick Leave:** Sick leave accumulates at the rate of one workday a month.
- **Group Insurance:** Employees may participate in health, dental, vision, and group life insurance programs. The City pays approximately 90% of these premiums for the employee and eligible dependents.

SELECTION PROCESS

DEADLINE TO APPLY: February 19, 2023, at 11:59 PM PST.

Apply at: <https://bit.ly/SelmaISTechnician>

Applications must be submitted online through this applicant tracking system. All materials must be complete and clearly indicate the candidate meets the minimum qualifications. All statements made on the application, resume, and supplemental materials are subject to verification. False statements may be cause for immediate disqualification, removal from eligibility list or discharge from employment.

Application - (Pass/Fail) Applications are screened based on the criteria indicated in this announcement. Incomplete, late, emailed, and faxed applications will not be accepted. Resumes are not considered in lieu of the required employment application. Certificates, resumes, and/or cover letters must be uploaded with your application through this applicant tracking system. All completed applications and supplemental questionnaires will be reviewed for each applicant's ability to meet the minimum work experience, training, and education qualifications.

Minimum Qualifications (MQ) Appraisal - (Pass/Fail) All completed applications and supplemental questionnaires will be reviewed for each applicant's ability to meet the minimum work experience, training, and education qualifications.

Remote Screening - (Pass/Fail) Candidates who pass the application assessment may be invited to a Remote Screen Interview Examination to evaluate training, experience, and other job-related qualifications for the position. The initial Remote Screen Interview will be conducted via a video conference platform and is tentatively scheduled for the week of February 20, 2023.

The City will tentatively hold hiring interviews the week of February 27, 2023.

Neither Regional Government Services nor the City of Selma are responsible for failure of internet forms or email transmission in submitting your application.

Candidates who may require special assistance in any phase of the application or selection process should advise us by emailing Regional Government Services at rblut@rgs.ca.gov.



Regional Government Services

Contact: Richard Blut
rblut@rgs.ca.gov 650.587.7300 x120