



CAREER OPPORTUNITY

City of El Segundo

CALIFORNIA



INVITES APPLICATIONS FOR THE POSITION OF:

INFORMATION SYSTEMS MANAGER

350 Main Street, El Segundo, CA 90245, 310-524-2381, hrstaff@elsegundo.org

APPLICATIONS MAY BE FILED ONLINE AT: <http://www.elsegundo.org>

THE COMMUNITY

The City of El Segundo is ideally located on the Santa Monica Bay encompassing over five square miles, spanning from Los Angeles International Airport on the north, the City of Manhattan Beach on the south, the Pacific Ocean on the west and the unincorporated area of Del Aire and City of Hawthorne east of Aviation Boulevard.

A small group of representatives from Standard Oil Company in the early 20th century was the impetus behind the founding of the City. El Segundo is Spanish for “the second” which was the name given to the community when then Standard Oil built its second California oil refinery here in 1911. Since its incorporation on January 18, 1917, the City has evolved from a working-class refinery town on the edge of Los Angeles to one of California’s most dynamic and diversified economic engines. Today El Segundo is renowned for its quaint small-town atmosphere surrounded by a thriving business environment that caters to some of the nation’s most prestigious corporations.



The City’s population is just under 17,000, which has enabled the community to preserve its small-town intimacy and charm. As a regional center for commerce, El Segundo’s daytime working population exceeds 75,000 with additional visitors staying at the City’s 15 hotels. A high concentration of Fortune 500 companies such as AT&T, Gilead (Kite Pharma), Mattel, Northrop Grumman, Boeing, and Raytheon as well as entertainment, media, medical, professional sports franchises, financial, and aerospace organizations such as the Los Angeles Lakers, Los Angeles Kings, Los Angeles Times, and Los Angeles Air Force Base call El Segundo home. Experiencing tremendous economic growth and evolution over the past several years, the City has recently



welcomed many new types of diverse business including Top Golf, Space Force, L’Oréal Cosmetics, Belkin International, NantStudios, Beyond Meat, and soon to be home for the Los Angeles Chargers. Throughout the region, El Segundo is known for its pro-business attitude and was recognized by the Los Angeles Economic Development Corporation as the “Most Business-Friendly City in Los Angeles County.”

THE ORGANIZATION

El Segundo is a General Law city that operates under the Council-Manager Form of Government. The City is governed by a five-member City Council elected at large, on a non-partisan basis, to four-year overlapping terms. The position of Mayor is selected by Council Members and serves a two- year term. The City Manager is appointed by the City Council to serve as the organization’s CEO. The City delivers a comprehensive range of municipal services through nine major departments (including police and fire) with approximately 362 full-time equivalent employees and a total budget of approximately \$160 million.

THE POSITION

The Information Systems Manager is the highest-level, full supervisory level, class in the Information System series that handles the most complex and sensitive projects. This position regularly requires considerable exercise of independent judgment and initiative. May act in the absence of the Information Technology Services Director.

THE IDEAL CANDIDATE

The ideal candidate will be an experienced information systems professional with a high degree of emotional intelligence and the ability to build effective working relationships with City staff, consultants, and those contacted in the course of work. The selected candidate will be expected to possess significant experience aligning technical architectural vision with current and future enterprise requirements and goals, overseeing system administration including planning, developing, implementing, maintaining and managing Citywide hardware and software applications, and monitoring and maintaining cost control activities to remain within budget and on-schedule. The ideal candidate will take a hands-on approach working with the Director of Information Systems and be committed to an inclusive, collaborative, and team-based work environment. Please click [here](#) to view the full job description and requirements.

The successful candidate will possess excellent technical and communication skills with the ability to explain complex concepts in a manner that is understood by a variety of audiences at different levels of experience and expertise. The ideal candidate will be very skilled at process improvement and time management with a proven record of bringing projects to completion on time and within budget.



QUALIFICATION GUIDELINES

Experience: Five (5) years of increasingly responsible information systems administration, design, programming, systems analysis, procedure and documentation or closely related experience managing complex, multi-user information systems, including two (2) years of management and supervisory experience.



Education: Bachelor's degree (minimum 120 units) from an accredited college or university in Information Systems, Computer Science, Industrial Technology or a directly related field.

OR

Experience: Seven (7) years increasingly responsible information systems administration, design, programming, systems analysis, procedure and documentation or closely related experience managing complex, multi-user information systems, including two (2) years of management and supervisory experience.

Education: Associate degree from an accredited college or university in Information Systems, Computer Science, Industrial Technology or a directly related field.

Possession of Microsoft Certified Systems Engineer (MCSE) is highly desirable.

COMPENSATION AND BENEFITS

The salary for this position is \$10,753 to \$12,903 per month with placement in the range dependent on qualifications. Candidates are typically hired at the entrance of the salary range and up to the mid-point. The Information Systems Manager is a full-time at-will position in the City's Management and Confidential Group (unrepresented employee group) with the following benefits package:

9/80 Work Schedule: Full-time employees work 80 hours in 9 days and receive every other Friday off. City Hall hours are 7:00 a.m. to 5:00 p.m. Monday through Thursday and 7:00 a.m. to 4:00 p.m. on Friday.



Retirement: California Public Employee Retirement System (CalPERS) plan which offers reciprocity between agencies. Classic Tier II employees, who have been in the CalPERS system and are new to the City of El Segundo, will receive 2%@60 formula. Employees new to the City and CalPERS, and do not belong to a reciprocal agency of CalPERS, will receive the PEPRA formula of 2%@62. Classic employees are required to contribute 8% of pensionable income towards their retirement benefit; PEPRA employees are required to contribute 6.75%.

Social Security & Medicare: The City of El Segundo participates in Social Security. The City matches the employee contribution which is 6.2% of salary. Federal mandate requires all employees hired or rehired by any government agency on or after April 1, 1986 to participate in Medicare. The City matches the employee's Medicare contribution, which is 1.45% of salary.

Health Benefits: CalPERS medical, Delta Dental and VSP plans are offered. A monthly contribution of \$1,650 is provided (\$735 per month for medical and \$915 per month in flex dollars). Flex dollars may be used towards medical premiums, deferred compensation, flexible spending, or dependent care accounts.

Leave Benefits: Vacation Leave is earned at a rate of 3.69 hours per pay period. After reaching the top of the salary range, accrual is based on total time worked in a CalPERS agency. Sick Leave is earned at 8 hours per month.

Administrative Leave: Up to 56 hours per calendar year. There is no cash value to this leave.

Holidays: Twelve (12) paid holidays including one floating holiday which is added to your leave bank on January 1 every year.

Cell Phone Stipend: \$80 per month or City phone provided.

Life Insurance: City paid policy of \$50,000.

Flexible Spending and Dependent Care Accounts: Optional participation.

Section 457 Deferred Compensation Plan: Optional participation in Mission Square (formerly ICMA-RC) plan.

APPLICATION & SELECTION PROCESS

This recruitment process is open on a continuous basis and may close at any time. Interested individuals are encouraged to apply immediately. The first review of applications will be completed on **Friday, November 4, 2022 at 4:00 p.m. Applications received after November 4, 2022, may not be considered.**

Candidates deemed to be the most qualified as reflected in their materials will be invited to participate in the selection process. Candidates are encouraged to apply early for maximum consideration.

The City of El Segundo is an Equal Opportunity Employer, committed to supporting Diversity Equity and Inclusion initiatives to build and sustain an environment that values diversity, welcomes opportunities to engage and understand others, and fosters a sense of belonging.



APPLY HERE

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