



## CLASS SPECIFICATION

**Class Title:** IT Manager, Systems Analysis  
**Department:** Information Systems  
**FLSA:** Exempt  
**Merit:** Non-exempt

**Class Code:** 3485  
**Grade:** 29  
**Eff. Date:** 02/17/2026

### GENERAL PURPOSE

Under general guidance and direction from the Director of Information Systems, manages the systems analysis team and provides leadership for evaluation of County software needs including process evaluation, scope, compliance, and feasibility.

### EXAMPLE OF DUTIES

Manages assigned staff; makes hiring and promotional decisions; schedules, assigns and monitors work; evaluates performance in compliance with County policies, procedures, and practices; documents and addresses performance problems in a timely manner; implements progressive discipline and corrective action plans to address performance or behavioral gaps as necessary.

Mentors and develops a team of IT professionals, providing regular coaching and establishing pathways for technical and professional growth. Drives the implementation of standardized IT processes and procedures.

Leads the execution and continuous refinement of the County's IT end-user experience strategy. Acts as the primary liaison between technical teams and departmental leaders in the County, translating complex IT needs into actionable solutions.

Evaluates County-wide processes to identify bottlenecks and recommends IT solutions that drive operational efficiency. Monitors and optimizes existing systems, identifying opportunities for continuous improvement and technological modernization.

Conducts comprehensive feasibility and compliance assessments for software requests to ensure alignment with organizational standards. Oversees the formal documentation of business, functional, and technical requirements to ensure project clarity.

Ensures successful project execution by strategically managing resources and monitoring performance metrics to meet timelines.

Collaborates with IT leadership to integrate new technology solutions that remain compatible with the County's network infrastructure.

Serves on the IS Change Advisory Board to manage IS change control processes.

Operates a motor vehicle in a safe manner and in compliance with all Utah laws and regulations.

Performs other related duties as assigned.

### **MINIMUM QUALIFICATIONS**

#### **1. Education and Experience:**

Graduation from an accredited college or university with a Bachelor's degree in computer science or a closely related field, plus seven (7) years of directly related (full time) computer and network support experience or an acceptable combination of education and experience.

**Preference for** the following certifications: ITIL (Information Technology Infrastructure Library), Project Management Professional (PMP), Certified Business Analysis Professional (CBAP).

**Preference for** one (1) year of technical team management experience.

#### **2. Special Requirements:**

Must pass the Davis County Sheriff's Office background investigation.

Employees driving a personal or a county vehicle for job related travel must possess a valid driver license, maintain the minimum vehicle liability insurance as specified in the Utah Code, and must operate a motor vehicle in a safe manner; new employees with an out-of-state license must obtain a valid Utah Driver License within sixty (60) days of hire date (exceptions for military personnel and their dependents).

#### **3. Necessary Knowledge, Skills and Abilities:**

**Knowledge of:** business process evaluation, technology evaluation, project management, cloud technologies, identity and access management, security, change management practices, and ITIL framework

**Skill in:** Communication (interpersonal, written and presentational), supporting a wide variety of technology stacks, developing appropriate Key Performance Indicators (PKIs), evaluating and planning resources and evaluating technology.

**Ability to:** formulate long-range communication plans and objectives; coordinate with County departments to assess requirements and solve problems; effectively evaluate technology; manage budgets; supervise, assign, and evaluate the work of others; establish and maintain effective working relationships with supervisors, other employees, other agencies, and the general public; communicate effectively (orally and in writing); follow written and oral instructions.



## CLASS SPECIFICATION

The above statements are intended to describe the general nature and level of work being performed by persons assigned to this job. They are not intended to be an exhaustive list of all duties, responsibilities and skills required of personnel so classified. ***All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.***