INFORMATION SYSTEMS MANAGER

This is technical and administrative work in managing the total information systems for a division or institution. This involves hardware management in the form of a mini-computer or network of workstations, the development of applications, and input into long-range planning for the enhancement, upgrade or change in information systems. Employees determine the direction for information systems in the organization and establish standards for hardware and software. Employees oversee or perform problem resolution with the central mini-computer or network system and the workstations throughout the organization. Typically, an analytical role is present to determine the information needs and develop plans for automation in the organizations usually in conjunction with standards established by the governing agency or university. This may involve a liaison role with the central applications development group. Employees may supervise other positions that perform technical duties in the installation of hardware and software or in applications programming. Employees perform related work as required.

I.   SUPERVISORY/MANAGERIAL FUNCTIONS:

Planning - Employees participate with upper level management of the division or institution and the central management information systems department of the agency to determine multi-year direction and goals for information processing services. Employees work with hardware and software vendors and external technology sources to develop relationships and resources to keep abreast of changing technology.

Organizing and Directing - Employees determine the organizational structure to achieve the goals established for the development of applications, expansion of communications within and outside the organization, and the integration of services with the central management information systems department. Based on the overall direction determined, employees determine work plans, staffing and responsibilities of other staff members.

Budgeting - Employees develop the budgetary requirements and justification of needs based on the information processing direction of the division of institution.

Training - Employees evaluate and assess on-the-job training, course, or peripheral training opportunities that will meet the needs for employee development.

Setting Work Standards - Employees oversee the development of organizational standards pertaining to work procedures, systems security, data integrity, and communications policies.

Reviewing Work - Employees provide administrative review of projects through the evaluation of goals, deadlines, priorities, and the satisfaction of division or institution directors.

Counseling and Disciplining - Employees handle most problem situations that arise with subordinate employees independently. Serious disciplinary actions are discussed with higher level management.

Performing Other Personnel Functions - Employees independently recruit, interview and make final decisions on employees sometimes with the assistance of higher level management. Promotions, salary adjustments, and performance evaluations are determined based on appropriate procedures for the organization.

II.   <u>SCOPE AND NATURE OF WORK SUPERVISED</u>:

<u>Dynamics of Work Supervised</u> - Work is subject to considerable change because of revisions to state or federal statutes or changes in organizational goals requiring changes in priorities. Changes in technology may cause changes in the techniques used.

<u>Variety of Work Supervised</u> - Employees are responsible for professional, technical, and clerical employees involved in applications development, end-user support, and network communications.

<u>Number of Employees Responsible For</u> - Approximately two to four employees.

III.   <u>EXTENT OF SUPERVISION RECEIVED</u>: Work is carried out with considerable independence. Establishment of the overall direction for information processing needs of the division or institution is based on input from top level management.

IV.   <u>SPECIAL ADDITIONAL CONSIDERATIONS</u>: None.

V.   <u>RECRUITMENT STANDARDS</u>:

<u>Knowledges, Skills, and Abilities</u> - Thorough knowledge of the capabilities and limitations of equipment, software, and services necessary to administer the division or institution information processing needs. Ability to plan for the information processing installation of the division or institution. Ability to communicate effectively in oral and written form. Ability to establish and maintain effective working relationships with vendors, clients, top level management of the division or institution, and the public.

<u>Minimum Training and Experience Requirements</u> - Graduation from a four-year college of university and three years of progressive data processing experience including at least one year of managerial experience in directing information resource management programs that include applications development and hardware and software operations; or an equivalent combination of training and experience.

Degrees must be received from appropriately accredited universities.

<u>Special Note:</u> This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA. Examples of work are primarily essential functions of the majority of positions in this class, but may not be applicable to all positions.