

## INFORMATION SYSTEMS MANAGER

### KIND OF WORK

Administrative, supervisory and advisory work in providing information systems, systems engineering, and equipment planning and other data processing services to the major functional areas of state government, the governmental subdivisions or the higher education systems of the state.

### NATURE AND PURPOSE

An employee in this class is responsible for assisting a major group of user agencies in identifying and fulfilling their computerization and information system needs. Responsibility extends to developing - in consultation with user agencies - long and short range systems and programming plans, maximum computer utilization, compatibility of equipment, systems and software, plans to meet equipment needs, standards of systems engineering and design.

The Information Systems Manager supervises a number of analysts and programmers and in turn receives general direction and supervision from a higher level administrator.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops and periodically updates long and short range plans for information systems and other data processing services in conjunction with users.

Supervises analysts in the performance of general systems design, cost/benefit evaluations and detailed systems specifications on assigned major projects.

Recommends, develops, and supervises the utilization of specialized programming and software systems.

Communicates with users all policies, standards and procedures applicable to computer operations and makes known to the users all state supported services such as training, purchasing, special equipment capabilities, etc.

Recommends systems programming controls and security measures.

Administers project schedules and cost controls.

Documents systems and programming in accordance with state standards.

Establishes systems analysis and programming standards.

Recommends the development of specialized software.

Develops and keeps current short and long range plans covering computer and computer equipment needs of the state.

Supervises the maintenance of a current inventory and utilization record of all state owned or leased computer and computer related equipment.

Advises on all requests for computer or computer related equipment or use of consultants from any agency of state government.

Proposes procurement specifications for computer and related equipment.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

The uses and applications of electronic data processing.

The methods and techniques of programming and systems analysis.

Computer hardware and software capabilities and limitations.

User agencies' policies, procedures and programs.

Ability to:

Coordinate and plan a computer-oriented information system.

Supervise and direct personnel engaged in programming and systems analysis.

Meet with top executives and the general public and to establish effective and harmonious working relationships.

Est.: 4/70T.C.: 4/91

Rev.:

Former Title(s): EDP Information Systems

Checked: 2/82 Manager