

DIRECTOR, INFORMATION SERVICES**NATURE OF WORK**

Under administrative direction, performs highly responsible and complex administrative work in directing and coordinating IT business application development and support, database administration, and data warehousing functions for the state; responsible for a program to establish, develop, coordinate, and improve business systems and data processing functions in the various state agencies for the purpose of promoting more effective and efficient administration. Major administrative responsibilities in the field of electronic data processing include: policy leadership; liaison with state agencies in developing business systems and procedures and assuring the maximum usage of business systems and data processing, and personnel; audit and control of data processing policies and procedures to insure cost-effective use of data processing resources; strategic planning for the effective use of data processing resources to enable state agencies to carry-out their appointed functions. The incumbent shall have wide latitude in performance of duties within the framework of rules and general policies, subject through reports and analysis of results. Performs related work as required.

EXAMPLES OF WORK PERFORMED

Plans, develops and executes work plans in support of the business systems and data processing service functions. Provides direction for the technical staff, and is responsible for the training, discipline and morale of the employees. Encourages increased recognition of the role of systems, procedures and analysis as a means of improving state services. Provides guidance and assistance in systems analysis, reviewing all proposed revisions of systems involving automatic data processing to assure feasibility of application, economic justification, proper system design, and suitability. Reviews all personnel actions from any state agency relative to data processing services.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of management principles and supervisory techniques. Knowledge of the principles and practices of the administration of state government, preferably in West Virginia. Knowledge of Enterprise Business Systems Trends as it relates to COTS packages.

DIRECTOR, INFORMATION SERVICES (CONT'D)**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES (CONT'D)**

- Knowledge of current trends in application development software tools and techniques.
- Ability to analyze administrative problems and to interpret and apply general policies in specific situations.
- Ability to make decisions and assume responsibility for these decisions.
- Ability to plan, organize, direct, and coordinate the work of others.
- Ability to delegate authority, fix responsibility, and evaluate staff work.
- Ability to plan and conduct a professional staff development program.
- Ability to establish and maintain effective working relationships with a wide range of executive, departmental and public representative.

MINIMUM QUALIFICATIONS

TRAINING: Graduation from a regionally accredited four-year college or university.

SUBSTITUTION: Associate Degree in business administration, public administration, computer science/management, or related field, from a regionally accredited two-year college, plus two years of supervisory experience in a data processing environment, plus Project Management Institute PMI certification may be substituted for the required training.

EXPERIENCE: Ten years of full-time or equivalent part-time paid experience including five years administrative or staff employment in government or in private industry in a capacity in which the individual worked with and gained extensive knowledge of the principles and practices of government. Three years of the required experience must have been in an administrative capacity involving data processing system development responsibilities.

SUBSTITUTION: Graduate training in an appropriate field may be substituted for the required non-administrative experience on a year-for-year basis.

PROMOTIONAL ONLY: Additional data processing experience can substitute for the required training on a year-for-year basis.

Established: 7/21/05
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