

DIRECTOR, INFORMATION SERVICES AND COMMUNICATIONS**Nature of Work**

This is highly responsible and complex administrative work in directing and coordinating the systems and data processing service functions of the state; responsible to the Secretary of the Department of Administration for a program to establish, develop, coordinate, and improve 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 systems and procedures and assuring the maximum usage of systems and data processing, personnel and equipment; 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 by the Secretary. Performs related work as required.

Examples of Work

- Directs the work of the Data Center, 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 equipment to assure feasibility of application, economic justification, proper system design, and suitability of equipment.
- Determines the control of data processing equipment on the basis of the type and quantity of processing and amount of processing needed by state agencies, availability of present equipment, and present and future state agency or inter-agency utilization of equipment.
- Recommends the physical location of automatic data processing equipment which may be based on all or some of the following factors: type and quantity of processing utilization, staffing requirements, and nature of source documents.
- Reviews all requisitions or leases from any state agency for data processing equipment which may be made to the Department of Administration and recommends approval or disapproval.

DIRECTOR, INFORMATION SERVICES AND COMMUNICATIONS (CONT'D)**Examples of Work (cont'd)**

- Provides tabulating and computing services through the Data Center to serve agencies not having such equipment or to assist agencies with equipment to handle peaks or overloads.
- Establishes and maintains an equipment utilization reporting and evaluation system to be followed by all agencies operating equipment.
- Reviews all personnel actions from any state agency relative to data processing services.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of the administration of state government, preferably in West Virginia.
- 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 an accredited four-year college or university.
- Substitution:** Associate Degree in business administration, public administration, computer science/management, or related field, from an accredited two-year college, plus two years of supervisory experience in a data processing environment 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.

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DIRECTOR, INFORMATION SERVICES AND COMMUNICATIONS (CONT'D)

Minimum Qualifications (cont'd)

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: 3/21/96
Effective: 7/16/96