

INFORMATION SYSTEMS CONSULTANT SUPERVISOR

Nature of Work

Under general supervision, performs advanced work supervising a unit of Information System Consultants. Reviews the work of subordinates to ensure that specifications written and recommendations made will meet user needs and that the decisions are technically sound and cost effective. Prioritizes workloads, assigns schedules, and reviews requests. Manages and coordinates the work of independent consultants. Performs related work as required.

Distinguishing Characteristics

This level of Information Systems Consultant is designated as a supervisor with signature authority for leave requests, performance evaluations and time sheets. The supervisor makes job assignments based on the relative priority of a given project. The supervisor oversees the training of subordinates and determines availability and accessibility of seminars for training staff. The supervisor may complete major procurement documents independent of staff assistance.

Examples of Work

Reviews requests from state agencies for hardware/software and related information technology procurement; assigns research work to subordinates and monitors the completion schedule. Approves hardware/software and information technology related requests at an agency designated level. Reviews subordinates' work for consistency and for soundness of the decision; compares user requests with project recommendations to ensure cost effectiveness and user benefits. Reviews service charges to be billed to user agencies. Reports on the status of projects weekly. Works with subordinates as a project leader while training them to assume that position. Approves all sick and annual leave to ensure adequate staffing and authorizes time sheets. Identifies potential problems and their solutions when working on special projects. Manages and coordinates the work of independent consultants.

Knowledge, Skills and Abilities

Knowledge of capabilities and limitations of information technology.
Knowledge of data processing/word processing concepts.

INFORMATION SYSTEMS CONSULTANT SUPERVISOR (CONT'D)

Knowledge, Skills and Abilities (cont'd)
Knowledge of information technology hardware/software and its terminology.
Knowledge of data communications.
Knowledge of organizational theory and principles of management.
Ability to analyze and evaluate work environments, information technology systems and information processes.
Ability to evaluate complex information systems and to understand their structure and component parts.
Ability to establish effective working relationships with subordinates.
Ability to prepare flow charts, graphs, tables, and status reports.
Ability to identify flaws in data elements.
Ability to communicate clearly, both orally and in writing.
Ability to analyze information problems and apply technical information solutions.
Ability to supervise subordinate Information Systems staff.

Minimum Qualifications

TRAINING: Graduation from an accredited four-year college or university with a degree in computer science, business administration, communications, journalism or other fields with fifteen (15) hours of computer science courses or courses within the major field of study that concentrate on computer skills, three (3) hours of research methods, six (6) hours of English/English composition which includes three (3) hours of business English or technical English, and six (6) hours of public speaking and/or debate.

SUBSTITUTION: Successful completion of sixty (60) semester hours from an accredited college or university and four years of experience in a position utilizing computer skills and either research or technical writing skills may substitute for the training on a year-for-year basis. One year of experience in public speaking such as teaching, sales, or tour guide may substitute for the required six (6) hours of public speaking and/or debate.

EXPERIENCE: Three years of full-time or equivalent part-time paid experience as an Information Systems Consultant II.

SUBSTITUTION: Twelve hours of computer science or data processing may substitute for one year of the required experience.

Established: 3/21/96

Revised: 11/19/97

Effective: 11/19/97