INFORMATION SYSTEMS MANAGER 1

Nature of Work
 Under administrative direction, performs full-performance level
administrative and supervisory duties directing the data
processing operations of a smaller agency system or as a first
level or specialty function administrator in a large,
comprehensive data processing program. Specific unit activities
include systems or applications programming, or computer
operations in addition to distribution; schedules work and sets
unit priorities for the most efficient utilization of equipment
and personnel. Resolves equipment problems and coordinates
system usage by agency personnel. Provides advice and assistance
to management. Performs related work as required.

Distinguishing Characteristics
 Information Systems Manager 1 is distinguished from Information
Systems Manager 2 by the specific unit activities in the State's
central data facility; work is in an area with a discrete
function. In a state agency, the Information Systems Manager 1
is responsible for overseeing the work of a staff involved in
programming, computer operations, or support services including
LAN management, network support, and personal computer support
(both hardware and software).

Examples of Work
  Organizes, assigns, directs and reviews the work of a small
     group of professional or technical personnel in the
     operation of an agency data processing function.
  Supervises programming or computer operations.
  Plans work schedules and set priorities to make the most
     efficient use of available personnel and equipment.
  Analyzes agency operations and determines feasibility and cost
     of conversion from manual to electronic records management
     or conversion from one automation platform to another.
  Analyze and establishes data processing unit procedures and
     work standards; sets standards for equipment maintenance and
     troubleshooting.
  Advises staff and coordinates the resolution of hardware and
     software problems.
  Directs the design, development and implementation of new
     systems and new applications; reviews system expansion
     proposals and recommends the purchase of new equipment; may
     develop equipment specifications proposals or new system
     evaluation standards; may coordinate the installation of new
     equipment.

INFORMATION SYSTEMS MANAGER 1 (CONT'D)

Knowledge, Skills and Abilities
  Knowledge of the uses and potentials of modern data processing
    equipment and their respective advantages and limitations.
  Knowledge of state purchasing rules and guidelines in order to
    write, evaluate and negotiate equipment and software
    procurement.
  Ability work effectively with users, data processing personnel,
    and vendor representatives in resolving equipment and
    operations problems.
  Ability to prepare and present written and oral reports on
    equipment utilization and individual and group performance
    characteristics.
  Ability to plan and supervise the activities of
    paraprofessionals or technical personnel.
  Ability to devise work and production schedules to meet user
    requirements as well as modify these same schedules to meet
    changing demands on personnel and equipments in emergency
    situations.
  Ability to work effectively with agency officials and the
    general public.
  Ability to communicate effectively, orally and in writing.
  Ability to evaluate equipment and operational problems and
    working with technicians to identify problems and formulate
    solutions.

Minimum Qualifications
  TRAINING Graduation from an accredited four-year college or
    university.
  SUBSTITUTION Additional experience as described below may
    substitute for the above training on a year-for-year basis.
  EXPERIENCE Three years of full-time or equivalent part-time
    paid experience in computer programming, office automation
    planning, purchasing and implementation of hardware and
    software, teleprocessing, system analysis, or supervision of
    computer operations.
  SUBSTITUTION A major in computer science may substitute for
    one year of required experience.

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