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INFORMATION SYSTEMS MANAGER 4

Nature of Work
Under general direction, is responsible for the management of information system services of a department in state government. The work generally involves recommending and establishing procedures which will improve the effectiveness and efficiency of information systems operations. The incumbent actively participates in procedural planning efforts and exercises considerable judgement is assessing the ramifications of particular related decisions. Supervision of this position is provided by a top policy making official in the department. Performs related work as required.

Distinguishing Characteristics
Information Systems Manager 4 is distinguished from the other levels by managing all Management Information Services for the department or in the state central data facility serving as a division director reporting to a Chief Technology Officer.

Examples of Work
Plans, organizes, directs and controls the work of data processing personnel through unit supervisors.
Recommends new uses of automation hardware and software.
Recommends replacement of obsolete hardware and software.
Reviews performance data on both personnel and equipment.
Plans professional development and training of automation staff.
Interviews and recommends candidates for managerial and supervisory positions.
Works with both subordinate and top officials on administrative policies and procedures, technical
    problems, priorities, and methods.
Reports to agency heads on data processing plans, future directions and recommendations, and annual
    budget requirements.
Reviews and evaluates data processing activities to determine if objectives are being met in a cost-
    effective and efficient manner.
Works with equipment manufacturers, research groups, and market analysts to stay appraised of the
    latest improvements in both equipment and software.
Develops and oversees department's data processing budget.
Recommends and provides information for development of department projects with automation plans.
Provides input into the development of state-wide data processing policies and plans; coordinates
    development of department strategic information plan.

Knowledge, Skills and Abilities
Knowledge of the uses and potentials of modern data processing equipment and their respective
    advantages and limitations.
Knowledge of the principles underlying computer operations, modern business methods and
    procedures, concepts of process flow charting and evaluation, and appropriate business
    recovery principles and requirements.
Knowledge of state purchasing rules and guidelines in order to write, evaluate and negotiate equipment
    and software procurement.
Ability to plan and supervise the activities of a large data processing installation.
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 equipment in emergency
    situations.

Knowledge, Skills and Abilities (cont'd)
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: Eight 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 and data entry functions.
Substitution: A major in computer science may substitute for one year of required experience.

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