

Code: 1484

Title: EDP (ELECTRONIC DATA PROCESSING) SYSTEMS AND PROGRAMMING MANAGER

SUMMARY: Develops, coordinates, and implements complex, County-wide or intra-/inter-departmental computer application projects and supervises professional technical staff.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Provides technical and analytical assistance to the departmental Information Systems director in the solution of complex management information systems problems;
Manages the development of systems and programs to meet the information requirements of County departments;
Plans and schedules projects and work flow to meet schedules;
Coordinates automated systems documentation, develops program and performance standards, and ensures compliance;
Defines the scope and tasks of automated systems studies;
Prioritizes, coordinates, assigns, and reviews work assignments;
Supervises professional technical staff and evaluates performance;
Assists in training systems analysts and programmers and provides technical expertise as required;
Maintains records of software, hardware, systems, contracts, and/or vendors;
Prepares reports relative to information management systems;
Assists in budget preparation.

KNOWLEDGE & SKILLS:

Knowledge of:

- systems analysis, applications programming, and the operation and application of EDP systems appropriate to area of assignment;
- principles and techniques involved in the operation and application of system hardware;
- principles and techniques of block diagramming and flow-charting;
- mathematics and statistical methods applicable to EDP systems in area of assignment;
- effective training, leadership and communication techniques.

Skill in:

- planning, management, and control of projects applicable to EDP systems and operations;
- identifying, analyzing and resolving program problems including problem avoidance;
- managing, planning and controlling operating systems to include development and application of block diagrams and flow-charts;
- using appropriate machine language(s) to develop or revise programs and to troubleshoot program effectiveness;
- training, supervising, and directing other staff in programming, system analysis, and projects applicable to area of assignment;
- communicating effectively.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in Computer Science, Management Information Systems, or a related field (as defined by the Appointing Authority) and four years of programming and systems analysis/design experience which includes two years in a supervisory/managerial capacity.

(Additional relevant experience may substitute for the aforementioned education on a year-for-year basis.)

(A Masters degree from an accredited college or university in a cited field may be substituted for two years of the aforementioned non-supervisory/management experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions may require a valid Arizona driver's license at the time of appointment or prior to completion of initial/promotional probation.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre-/post-appointment drug testing by law enforcement agencies due to need for access to law enforcement, corrections or Court facilities, property and associated confidential and sensitive information, documents, communications, and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.