

Code: 1487

Title: DATA CENTER SERVICES MANAGER-MIS

SUMMARY: Manages, plans and administers the systems programming, data administration, computer operations and data communications functions of the Management Information Services (MIS) Department.

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

Plans, coordinates and directs the functions of the Data Services Center Division including the operation of the central computer facility and the maintenance of database, data security and data communication systems; Plans, directs and coordinates the work of supervisory and technical staff and insures the integration of section's functional activities;

Develops the overall divisional budget using input from section supervisors;

Develops and directs the implementation of strategic and long-range plans including division goals, objectives, policies and procedures;

Evaluates effectiveness of division, identifies problems and implements changes to improve efficiency of division;

Provides technical and managerial input to department managers and director for coordination of MIS activities;

Identifies operational problems and directs operational, systems, resources and project studies;

Establishes and maintains liaison with user departments to insure their short and long-range needs are met;

Trains and evaluates professional and support personnel;

Advises the Director of new hardware and technical developments applicable to assignment.

KNOWLEDGE & SKILLS:

Knowledge of:

- computer hardware and software operations, and data communications;
- computer and related operations functions in a mainframe computer environment;
- new software and hardware products or devices available and their application in various environments;
- the principles and practices of management and supervision;
- budget preparation and cost control.

Skill in:

- planning, organizing, and directing the activities of professional and para-professional employees;
- planning, organizing and managing the activities of technical support, operations and data communications functions;
- identifying, analyzing and resolving complex computer and systems administration problems;
- communicating effectively;
- preparing a budget and monitoring expenditures.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in computer sciences, business administration, or a closely related field as defined by the Appointing Authority and five years of experience planning, organizing, and managing any combination of technical support, operations, or data communications

functions in a mainframe environment.

(Additional relevant experience and/or education from an accredited college or university may be substituted.)

OTHER REQUIREMENTS:

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

This class specification 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.

Pima County

01/01/89
Updated 05/04/09_(gs)