

Code: 1512

Title: INFORMATION SYSTEMS MANAGER

SUMMARY: Supervises staff and/or manages specialized database systems; plans, coordinates, and participates in the development, maintenance, and support of departmental automated information systems.

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 participates in departmental automated information systems activities and, depending upon the area of assignment, supervises technical and support staff, and evaluates performance; Responsible for current and long-range information systems activities within a department or major work unit;

Performs specialized, professional information systems activities specific to the department of assignment;

Develops, maintains, implements, and supports departmental automated information systems;

Analyses and evaluates existing manual processes and recommends and develops automated processes for more efficient operation;

Designs, programs, operates, and maintains specialized database systems;

Writes systems and applications programs to facilitate system operations by end users;

Evaluates and determines specifications for departmental software and hardware and oversees the ordering and installation of new systems;

Evaluates and solves technical problems with information processing systems and documents resolutions;

Designs and conducts research projects, performs statistical analysis, evaluates results, and prepares reports;

Participates in the development of specifications for contracts and proposals following legal guidelines;

Represents a division or department at various County and agency meetings and on committees;

Develops, coordinates, and conducts departmental user training on the use and operation of software, hardware, and systems.

KNOWLEDGE & SKILLS:

Knowledge of:

- operations and applications of software, hardware, and automated information systems appropriate to area of assignment;
- systems analysis and design, file organization and programming applicable to automated information systems;
- block diagramming and flow charting;
- machine language(s) appropriate to area of assignment;
- conversion and adoption of manual office practices and procedures to automated information systems;
- statutory requirements affecting contracts and grants;
- operating principles, capabilities, and limitations of automated information systems, peripheral equipment, and computer software;
- effective training, supervision and communication techniques.

Skill in:

- project planning, management, and control applicable to automated information systems;
- analyzing the conversion of operations to automated information systems;
- developing and preparing block diagrams and flow charts;

- . using appropriate machine language(s);
- . identifying, analyzing, and resolving information systems problems;
- . conducting, organizing, analyzing and documenting information system and computer program research;
- . preparing, monitoring and administering contracts;
- . training and communicating effectively;
- . supervising others in technical aspects of automated information systems.

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 and one year of supervisory experience in computer programming and/or systems analysis/design of automated information systems.

(Additional relevant experience may substitute for the aforementioned education.)

(Additional relevant education from an accredited college or university may substitute for the aforementioned experience.)

OTHER REQUIREMENTS:

Licenses & Certificates: Some positions may require specialized certification or licensure relative to assignment at time of appointment or prior to completion of an initial or promotional probation period.

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 Courts 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 classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.