

INFORMATION SYSTEM MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is technical administrative work concerned with the management of an information processing system involving a number of functional areas integrated to executive level reporting and decision making. The incumbent of this position is responsible for recommending: the equipment to be used, staffing to handle the equipment, schedules for training, limitations to be imposed on users as appropriate, etc. The work is performed under the general direction of an executive administrator and supervision is exercised over technical and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Analyzes a variety of information, formats and systems for integration into unique documentation;
Establishes files and information flow procedures within existing hardware and software capabilities;
Evaluates and recommends changes in hardware and usage of additional software;
Develops performance criteria for equipment users and monitors output for compliance with procedures and standards;
Conducts on-the-job training in equipment operation, operating procedures and problem solving;
Maintains liaison with hardware and software suppliers' support personnel for purchasing, repair and problem solving;
Prepares reports summarizing information processing activities;
May develop in-house application programs.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good operational knowledge of electronic data processing systems, principles, techniques and methods of application to include integrated word processors and computers; good knowledge of the principles and practices of systems analysis, organization and management analysis, forms and records management and methods; working knowledge of the development of application programs; ability to train equipment users; ability to formulate, transmit, understand and carry out complex oral and written instructions; ability to reason logically; ability to present ideas clearly and logically, both orally and in writing.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma and completion of fifteen (15) hours of academic credit in the fields of computer science, data processing, management information systems or related, and, either:

- a. Four (4) years of business management or administrative experience; or
- b. Four (4) years of immediate support service to an executive administrator; or
- c. Possession of a Bachelor's degree; or
- d. Any equivalent combination of training and experience in (a) through (c).

NOTE: The required academic credits may be satisfied within a Bachelor's degree program.