

**CLASS TITLE: ADMINISTRATOR MANAGEMENT
INFORMATION SYSTEM**

**Class Code: 02704600
Pay Grade: 40A
EO: A**

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To perform organize, direct, supervise and coordinate the work of Program Management, Technical/Network Support, GIS, procurement of computer and telephone equipment, accessories, software and services as well as establish computer policies and computer operations within a medium or large department; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative supervision of a superior with wide latitude for the exercise of independent judgement in the application of systems analysis and electronic data processing techniques; work is reviewed usually upon completion for results obtained and conformance with departmental policies, and pertinent laws and regulations.

SUPERVISION EXERCISED: Plans, coordinates, directs and supervises the work of a professional, technical, and clerical staff engaged in systems analysis, programming, technical/network technicians, and electronic data programming procedures.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To plan, organize, direct, supervise and coordinate the work of Program Management, Technical/Network Support, GIS, procurement of computer and telephone equipment, accessories, software and services as well as establish computer policies and computer operations within a medium or large department.

To be responsible for the project management of department wide Information Technology (IT) project(s) by planning, monitoring, controlling and delivering project to completion.

To be responsible for and coordinate the work of Program Management which entails database design, systems analysis and application programming; Technical/Network Support which involves network management, telecommunications management, troubleshooting hardware and software, maintaining Local Area Network (LAN) and Wide Area Network (WAN) with the department, GIS which involves the development, maintenance and implementation of new GIS technology and/or GIS applications, coordinate the process of user mapping, data and application requests for the Department of Transportation; procurement of computer equipment for anything pertaining or relating to computer hardware, software accessories and supplies for the department and ensuring all purchase are shipped and received through MIS.

To determine whether new or improved information systems are required or desired; to define and select the system to be developed or modified; to make preliminary determination of user needs within the department and the objectives, constraints, basic resource requirements, cost/benefits and feasibility of the proposed system.

To develop system requirements or general specifications by detailed analysis of the information needs of the prospective users including the study of the organization that will use the system, the system presently used, if any, and the input/output and processing requirements.

To plan and develop an information system network that meets the specifications for source data, reports, files, etc.

To coordinate with the Office of Library and Information Services, the development of computer programs to accomplish the objectives of the system.

To work with the Office of Library and Information Services, with regards to acquiring any new hardware, testing and documenting the system, and training personnel in its operation.

To monitor, evaluate and modify an established system in order to make desirable or necessary improvements.

To be responsible for the installation of in-service and formal training programs to promote staff development.

As required, to assist the director in the regulation of labor contracts with several bargaining unit(s) and other personnel matters.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the capabilities, programming techniques and intricacies of computer networks, the general purpose digital computer and peripheral equipment; a thorough knowledge of principles and methods of project management required to manage multiple IT projects; a thorough knowledge of the principles and methods required to resolve problems on intent, or feasibility of computer processing, a thorough knowledge of modern management principles and practices; the ability to apply such knowledge, principles, practices and methods; the ability to plan, organize, direct and supervise the work of a professional, technical and clerical staff engaged in the conversion of departmental procedures and problems to automatic data processing; the ability to communicate effectively with subordinates, superiors, and the department personnel; and related capacities and abilities.

EDUCATION & EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a bachelor's degree in public administration, business administration, mathematics, industrial engineering or a closely related field; and

Experience: Such as may have been gained through: considerable employment in a highly responsible supervisory position in management information, systems design and programming.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

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