

CLASS TITLE:

**ASSISTANT DIRECTOR,
CENTRAL INFORMATION
MANAGEMENT SERVICES**

Class Code: 02506600

Pay Grade: 43A

EO: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To direct the state's central information management program including telecommunications, emerging technology, mainframe and mini-frame computers, network and stand-alone systems design, development, operation and maintenance; to be responsible for the overall establishment of centralized policies for information technology; to oversee the state's central computer operations; and to supervise an information technology support services staff consisting of programmers, telecommunications generalists, data entry and administrative support personnel; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of the Chief Information Officer with considerable latitude for the exercise of initiative and independent judgement. Work is subject to review through consultations and written reports for satisfactory performance and conformance to established policies, procedures, rules and regulations.

SUPERVISION EXERCISED: Plans, coordinates, supervises and reviews the work of a professional, technical, and clerical staff. Provides supervision and direction to other state agencies regarding the development, modification or maintenance of information technology and the acquisition of information technology software and hardware.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Supervision of the development and maintenance of a statewide informational system and data base, assuring the compatibility, appropriateness and cost-effectiveness of information technology on a statewide basis.

Establishment of standards, conditions, and procedures for the procurement, modification or development of information technology and services. Provide consultant and technical assistance to agencies on information technology systems design and the establishment of standards on information technology design and the establishment of standards and specifications for hardware and software products.

Development of a statewide information technology support plan and budget reflecting all state agency activities. Assist user agencies in preparation of annual central operational budgets.

Direction of a statewide evaluation and approval process for all issues and projects that involve information technology service operations, equipment and/or personnel.

Direction of the preparation of periodic cost analyses and recommendations for procedural, regulatory, legal or policy changes.

Development, implementation, and coordination of all state telecommunications and network development and related information technology in conformity with established criteria for security standards and privacy requirements.

Development, implementation, and coordination of a comprehensive staff development program that assures competency in information technology operations by state employees at all levels.

Supervision of the statewide financial management system.

Establishment and management of a program-based billing system for the accounting and control of support services to user agencies.

Establishment, implementation, and oversight of effective disaster prevention and recovery system for the state's essential electronic records.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A thorough knowledge of the principles, practices, and procedures involved in the operation of information technology management systems; the ability to apply such knowledge in the overall planning, organization, direction, coordination, and administration of associated management and support functions. An in-depth knowledge of the organization and functions of government including the ability to establish and maintain effective work relations with all state officials; the ability to supervise the operation of a central information management system; the ability to communicate complex ideas in writing and orally; the ability to plan, supervise, direct, and review the work of a professional, technical and clerical staff; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a college of recognized standing with a Master's Degree in Information Science, or a closely related field such as Business Management or Public Administration supplemented by completion of specialized information technology and research training courses; and

Experience: Such as may have been gained through: considerable employment in a responsible senior managerial or technical position in a large agency responsible for a major information technology support operation; extensive experience in writing technical, procedures, and policy documents; extensive experience with a variety of information technologies including voice and data networks, mainframe and mini-computers and stand-alone hardware and software, with particular emphasis on the development of large networking systems.

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

Class Revised: 02/01/1998

Editorial Review: 3/15/2003