

DIRECTOR, ADMINISTRATIVE INFORMATION SYSTEMS

KIND OF WORK

Managerial work directing a state agency's electronic data processing system.

NATURE AND PURPOSE

Under administrative direction, an employee in this class directs all aspects of the state department's EDP information system, including planning, implementing, and evaluating the application of fiscal, human and technical resources to respond to the department's current and long-range projected electronic data needs within a medium (Department of Natural Resources and Department of Public Safety) to large size agency.

This classification differs from comparable managerial classes such as the EDP Applications Manager in reportability. Employees in this class report directly to the agency's top management who do not possess technical EDP expertise and who direct other non-EDP administrative and program areas of the agency; they do not report to a higher level classification within the EDP class series such as Information Systems Director or Jobs and Training Information Systems Director.

This classification differs from lower level EDP managerial classes such as the Information Management Services Division Director in the hardware/software EDP environment and agency size. Employees in this class direct a mainframe capacity or equivalent computing hardware environment (large mini-computer network of IBM System 36's). This hardware not only uses fourth generation language software, but also substantially relies on the use of third generation languages such as COBOL and FORTRAN; consultants are not the principal providers of technical knowledge to modify software and install additional applications because the employees in this classification have sufficient knowledge to direct these activities within the agency and frequently serve as technical resources to other state agencies.

This classification differs from higher level EDP managerial classes such as Jobs and Training Information Systems Director and Information Systems Director, not in the technical depth of EDP knowledge, but rather in executive managerial scope. The higher level EDP classifications normally have significantly more staff and a larger administrative budget.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Manage, direct, develop, and implement the agency's data processing system so that information needs are met in an efficient manner by establishing overall system and specific program objectives/goals; identifying and documenting standard procedures, performance objectives, timelines and decision criteria; and developing specialized system control and design features.

Propose and administer EDP budget for each fiscal year based on projected hardware, software, supply, and maintenance needs so that the agency information system's objectives are met in a timely and efficient manner by proposing hardware and software acquisitions/upgrades; research cost and capabilities of hardware/software system components; compare cost/efficiency information gathered with objectives expressed by top management; and by developing detailed projected supply and maintenance budget.

Direct subordinate staff so that they effectively perform their assigned job duties and contribute to the achievement of the agency's objectives by selecting appropriately skilled and experienced employees; by rewarding or disciplining employees; recommending promotion, suspension, discharge or change in status; and by training and directing employees in the execution of their job duties.

Manage the development, implementation and evaluation of new computer hardware/software components to ensure that systems applications are used consistently and appropriately by all staff by designing the scope, sequence and schedule for implementation of each technical application; identifying and recommending additional in-house applications of newly updated/modified software; managing development and implementation of test conditions; and contracting for program modification/redesign services with independent consultants.

Develop and manage database design and control features for the agency's data processing system so that the agency information needs are met in a controlled and efficient manner by designing relational database to reduce data redundancy and increase efficiency; directing staff to develop and maintain up-to-date data dictionaries, which define the meaning and location of each data element; and establishing decision criteria to guide others in determining efficient data storage/archive procedures.

Direct the design and delivery of training programs, training manuals, and information tools to address specific implementation concerns and capabilities of each user group by directing the development and documentation of work procedures for each software application; directing subordinates to write step-by-step work procedures, glossary of error messages, and/or descriptions of common problems and their solutions.

Analyze and evaluate EDP use and applications to identify current and future computer-based information needs of the agency and propose ways to expand or upgrade the current system by surveying management, supervisors, professional and support staff to determine current and proposed objectives; reviewing agency's activities and decisions to determine how these actions will impact the current information system and the procedures; cooperatively develop goals with top management to specific information system needs; and by directing subordinates to conduct cost/benefit analysis of converting manual systems to automated systems.

Research and study alternative systems and methods of modifying current systems and develop recommendations for expanding/modifying the department-wide EDP system to integrate it with the statewide information system by studying documentation and information regarding capabilities of various software packages and hardware components; by purchasing software/hardware components to meet the staff's capability and needs; and providing information about new EDP research and developments to agency management.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

EDP principles and practices sufficient to design a comprehensive information system architecture plan after consulting with top department management.

Principles of administrative management sufficient to plan, organize, direct, and control the EDP division's human and fiscal resources to achieve full productivity under changing circumstances.

Computer hardware and software sufficient to research, assess and evaluate currently available data processing capabilities to meet immediate needs and projected future reliability and compatibility within the agency and among multi-state agencies.

Project administration sufficient to analyze cost/benefit considerations, design, plan, establish time and cost controls, monitor progress and evaluate project results.

Agency and its clientele and programs sufficient to advise top management on the integration of automated data processing with the agency's programs, policies, objectives, and service delivery system, both manual and automated.

Ability to:

Identify training needs of division staff and agency employees sufficient to provide required training to maintain and improve the implementation of the division's activities.

Write reports, publications and memoranda sufficient to clearly communicate technical subjects to a diverse audience.

Speak in public sufficient to explain, present, and promote information management programs to customers and vendors.

Ability to apply computer technology sufficient to direct the inputting, manipulation, and extraction of database information.

Est.: 07/82

T.C.: 12/87

Rev.:  
Systems (Public Safety)

Former Title(s): Director, Administrative