INFORMATION MANAGEMENT SERVICES DIVISION DIRECTOR

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 a State agency's EDP information system, including planning, implementing and evaluating the application of fiscal, human and technical resources to respond to the agency's current and long range projected electronic data processing needs within a small (State Board of Vocational Technical Education) to medium (Labor and Industry) size agency.

This classification differs from supervisory systems analysis and programming classes such as Systems Supervisor and Systems Analysis Unit Supervisor in reportability and diversity of work assignments. 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. Employees in this class also direct subsidiary non-EDP activities such as media services.

This classification differs from higher-level EDP managerial classes such as EDP Applications Manager and Director, Administrative Information Systems in the hardware/software EDP environment and agency-size. Although employees in this class direct a mini to main-frame or equivalent computing hardware environment (large micro-computing network), this hardware is driven by fourth generation language software, such as
dBASE III, MAPPER, and/or equivalent report generating languages; consultants and vendors are principal providers of technical knowledge to modify software and install additional applications.

Since the Information Management Division exists to support the needs of the agency and its programs, the classification will typically be located in an agency whose automated information needs are sufficiently great to support a specialized management information office or division, but whose current needs or projected needs for EDP services cannot reasonably compare to those of such agencies as the Department of Public Safety or the Department of Natural Resources.

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 the agency information needs are met in an efficient manner by establishing 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 agency information systems 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; develop detailed projected supply and maintenance budget.

Direct the office/division's employees 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; 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 system applications are used consistently and appropriately by all staff by designing the scope, sequence and schedule for implementation of each technical application; managing development and implementation of test conditions; and contracting for program modification/redesign services with independent consultants.

Develop and manage data base 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 data base to reduce data redundancy and increase efficiency; directing staff to develop and maintain up-to-date data dictionary, which defines the meaning and location of each data element; establishing decision criteria to guide others in determining efficient data storage/archive procedures.

Direct the design and delivery of training programs, training manuals and informational 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 activities and decisions to determine how these actions will impact the current information system and procedures; cooperatively develop goals with top management to specific information system needs; directing subordinates to conduct cost/benefit analysis of converting manual systems to automated systems.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

EDP principles and practices sufficient to design a comprehensive information systems architecture plan after consulting with top agency 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 to assess and evaluate currently available data processing capabilities to meet immediate needs and project future reliability and compatibility.

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 program 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 sufficiently 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.

Apply computer technology sufficient to direct the inputting, manipulation and extraction of data base information.

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