

## SYSTEMS SUPERVISOR

### KIND OF WORK

Supervision and coordination of systems analyses, feasibility studies and performance monitoring of departmental information systems, and establishment and maintenance of an effective executive level liaison and interaction with the top management of a major department of state government.

### NATURE AND PURPOSE

An employee in this class is responsible for supervising the information systems efforts of a large state department characterized by a substantial number of varied and complex functions, some of which have been or may be adapted to electronic data processing. Work includes identifying, in consultation with departmental managers and program administrators, the information systems needs of the department, and for conducting feasibility studies with regard to recommendation for possible computerization. Supervision is exercised over departmental systems analysts and/or administrative analysts. Work is assigned to the Systems Supervisor in the form of departmental objectives and is reviewed periodically for attainment of goals by a higher level administrative official.

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

Supervises departmental analysts engaged in performing systems feasibility studies.

Develops and periodically updates long and short range plans for information systems in conjunction with department management and the Information Systems Division of the Department of Administration.

Completes general systems design and cost/benefit evaluations for major projects.

Communicates with the department personnel on policies, standards and procedures applicable to information systems and makes known to them all state supported services such as training, purchasing, special equipment capabilities, etc.

Recommends systems controls and security measures.

Administers departmental project schedules and cost controls.

May direct the analysis of departmental problems and participate in the development of interdepartmental systems.

Advises departmental management on the maintenance of on-going information systems.

Trains departmental managers on the use of information systems.

Confers with line management in regard to the improvement or modification of existing systems.

Remains cognizant of outside influences, particularly state and federal legislation, which may require modification of existing and planned systems.

Performs related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Extensive knowledge of the uses and applications of electronic data processing systems.

Considerable knowledge of the departments' policies, procedures and programs.

Considerable knowledge of the methods and techniques of systems analysis.

Working knowledge of computer hardware and software capabilities and limitations.

Ability to:

Plan and coordinate a management information system.

Supervise and direct personnel engaged in administrative and systems analysis.

Meet with top executives and the general public and to establish effective and harmonious working relationships.

Est.: 8/71 T.C.: 10/71

Rev.: Former Title(s): Systems Coordinator

Ckd.: 12/92