

INFORMATION SYSTEMS DIRECTOR

KIND OF WORK

Managerial work directing the agency's planning, development, and implementation of all information technologies.

NATURE AND PURPOSE

Under general direction, employees in this class serve as the Chief Information Officer for their agency. They provide expert advice and guidance to agency leadership and managers in procuring resources, in developing and implementing system standards and information access, and in developing and implementing long-range plans and strategies to effectively integrate the agency's information management resources and business plan to achieve its objectives.

DISTINGUISHING CHARACTERISTICS:

Allocation factors which differentiate this class from other information system managers include: scope, customer base, management and control, mission criticality, data connection/interconnection, and system capacity/speed.

OPTIONS

Unlimited classified positions in this class may have options.

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

Leads and manages the development, maintenance, evaluation and execution of the agency's strategic information systems plan so that the agency can develop, successfully implement, operate and maintain systems which meet user specifications and provide accurate, timely and cost-effective information. This is accomplished by advising and recommending information management strategies, and serving as the agency's principal internal and external contact with respect to information management.

Integrates the agency's strategic information systems plan with ongoing information systems division operations so that the division can most effectively meet its information leadership role. This is accomplished by: developing and administering information policies, guidelines, and hardware/software standards; developing agency-wide architectures; and establishing priorities for systems development. Provides technical and consulting leadership to customers in developing new or improving existing systems to ensure information meets agency needs and can be easily shared both internally and externally. This is accomplished by serving as a project manager for agency-wide systems development efforts, and providing direction and support to multiple information systems project teams.

Directs the operations of the information systems division to select and retain a staff of appropriately qualified personnel to carry out all necessary information management activities required to support the goals and objectives of the agency. This is accomplished by: administering policies, statewide standards and collective

bargaining agreements; ensuring that all staff are supervised and managed in a manner consistent with the agency's guiding principles; and developing the technical expertise of staff. Directs and administers the information systems division's fiscal resources to provide the agency with responsive systems consistent with objectives and funding levels. This is accomplished by: preparing the budget requirements; communicating and defending the budget through the legislative process; researching and recommending cost-effective ways to share agency information and new approaches to the processing of information; and ensuring the responsible administration of the division's budget.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of: Administrative management and information technology concepts sufficient to provide technical and consulting leadership to customers in developing new or improving their existing information technology systems.

Project management principles and techniques sufficient to lead and support multiple information systems project teams.

Human resource policies, procedures, and labor contracts sufficient to interview and select affirmatively, assign, schedule, direct, train and evaluate the work performance of the information systems division staff.

Agency business practices, rules, policies and procedures sufficient to integrate the agency's strategic information systems plan with the ongoing operations of the information systems division.

Organizational planning and evaluation techniques sufficient to lead and manage the development, maintenance, evaluation and execution of the agency's strategic information systems plan.

Budgeting and accounting practices sufficient to direct and administer the information systems division's fiscal resources.

Agency organizational responsibilities and legislative mandates sufficient to recognize the agency's vision, values, and obligations; identify problems and recommend and integrate solutions

Ability to:

Communicate verbally and in writing sufficient to communicate expectations to technical and managerial teams, communicate technical information to non-technical audiences, and effectively represent the agency to external customers or stakeholders.

Plan strategically sufficient to visualize and iterate long-range goals and needs, to provide direction and support to many project teams, and to facilitate the planning and development process to integrate with the agency's mission and goals.

Ability to manage human, physical and financial resources of the information systems division sufficient to effectively and efficiently meet the agency's information system needs.

Est.: 10/83

T.C.: 4/85

Rev.: 12/96

Former Title(s): Revenue Information Systems Director