

FINANCIAL INFORMATION SYSTEMS DEVELOPMENT DIRECTOR

KIND OF WORK

Managerial work directing the strategic design and development of statewide financial management operations and systems.

NATURE AND PURPOSE

Under administrative direction, an employee in this class directs the needs assessment, planning, design, development and implementation of statewide financial management operations and systems in order to assure that information processing supports overall strategic goals of affected agencies and statewide users.

This classification differs from other EDP managerial classes in that the incumbent has the tactical goal of directing the development of major financial management applications using mainframe computer systems which may also necessitate changes in the way financial management operations are conducted on a statewide basis. User agencies of this class must be charged with the development of policies and procedures pertaining to financial management operations, extending beyond the scope of their own agency.

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

Direct the process of selecting and contracting with outside consultants who will assist in the design, development and implementation of statewide financial systems to ensure that the project is completed and implemented on time, within budget constraints and meets user requirements by developing Requests for Proposals; by developing criteria to evaluate bids; by leading the evaluation team in selecting a consultant; and negotiating the final contract.

Direct the project's staff resources so that they effectively perform their assigned job duties and contribute to the achievement of the project 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.

Direct the design and completion of an overall system plan in order to gauge the successful execution of the project by identifying objectives, user needs, system requirements, and the time and resources needed to meet the objectives.

Manage, direct, and develop statewide financial management operations and systems so that they are completed and implemented on time, within budget constraints and meet all user requirements by monitoring work assignments and completion of work by staff and consultants; by taking corrective action when necessary; by managing project budget through approval of payments to consultants and contractors upon completion of work in accordance with contract terms.

Manage the conversion to and implementation of statewide financial management operations and systems so that all user requirements are met by directing the development of complete systems documentation, user manuals, training materials and completion of user training for the new operations and systems.

Direct the collection and distribution of information among project participants so that informed project, program and policy decisions are realized by meeting regularly with the project steering committee, various user groups and individuals, and contracted staff; by managing the resolution of conflicts and problems; by recommending needed changes in laws and policies; and directing the development of appropriate written communication materials to update users and others on project developments and status.

#### KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

##### Knowledge of:

Principles of administrative management sufficient to plan, organize, direct and control human and fiscal resources to achieve full productivity.

Generally accepted planning processes and techniques sufficient to conduct a needs analysis, develop objectives and timelines, utilize statewide advisory committees, allocate resources and evaluate the workplan.

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

Financial and programmatic functions sufficient to develop policies, procedures and operations which will support statewide system implementation.

Ability to:

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

Speak in public sufficient to explain, present and promote financial information systems projects to affected departments and users statewide.

Conceptualize and manage complex projects sufficient to organize and direct the work of consultants, affected agencies and statewide users.

Est.: 01/07/91  
Rev.: 02/11/92

T.C.:  
Former Title(s):