

ASSISTANT MANAGER, INFORMATION MANAGEMENT

DEFINITION

Under general supervision, assists in the management of the Systems and Data Processing Division; develops and maintains standard documentation manuals for information systems; codes, tests, and evaluates information systems. Performs related work as required.

EXAMPLES OF DUTIES

Responsible for production and maintenance of all code and documentation for information systems. Maintains program code quality assurance system. Performs feasibility studies, evaluates software products. Develops and monitors project control plans. Assists in coding complex applications. Assists in developing and maintaining on-line real time tele-processing systems; supervises and reviews the work of subordinates; acts as Division Manager in the absence of the Systems & Data Processing Division Manager; assists in performance evaluations, hiring and disciplinary actions.

EMPLOYMENT STANDARDS

Education and Experience: Requires any combination equivalent to graduation from an accredited four year college or university with major work in computer science, mathematics, public or business administration or a related field and three years of advanced and highly responsible professional experience in data processing systems, at least two years of which were involved in programming and analysis.

Knowledges and Abilities: Thorough knowledge of computer languages, including RPG, COBOL, and IDEAL. Comprehensive knowledge of Data Base Administration and Data Base Management Systems. Ability to manage large complex projects and thorough knowledge of project control. Ability to write in a variety of programming languages. Knowledge of documentation standards and general operating procedures. Knowledge of data base concepts and techniques. Ability to manage subordinate personnel.