

MANAGER, INFORMATION MANAGEMENT

DEFINITION

Under general administrative direction, to direct the development of systems analysis and design, including feasibility studies and cost effectiveness analyses associated with the evaluation of proposals for new and/or improved operating systems; to manage the county's data processing organization; to serve as a technical and administrative resource to systems and data processing users; performs related work as required.

EXAMPLES OF DUTIES

Develop and recommend long and short range plans for comprehensive systems analysis and design which meet organization information processing needs, identifies potential improvements for operating systems; supervises subordinate personnel in the detailed design and development of systems analysis and computer applications; provides technical, analytical assistance in identification and solution of organizational information processing and working with user departments regarding identification of needs, systems planning and development activities; provides technical consultation to subordinate personnel; effectively plans, evaluates, coordinates, and schedules resources to meet users needs; plans, develops, and coordinates staff training; directs feasibility studies to determine present and future requirements for personnel, equipment, and system software; develops annual division budget.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a Bachelor's Degree in computer science or a related field and in addition have at least three years experience managing a full scope data processing operation having applications programming, systems analysis, data control, data entry, computer operations, technical support including systems programming or six years project leader/supervisory experience in either the applications programming, computer systems programming or systems analysis functions preferably within a full scope data processing operation (combinations of the above experience will be considered). Experience must have involved use of an IBM 4341 or comparable mainframe.

Knowledges and Abilities: Working knowledge of the principles and techniques of systems analysis and design and computer programming; ability to formulate long-range system development plans and to schedule and effectively manage organizational resources; ability to gather and analyze a wide variety of organizational and procedural data, and develop alternative approaches; knowledge of computer equipment and operations; ability to establish and maintain effective relations with others; ability to communicate effectively; ability to prepare concise, written reports and present clear oral and written recommendations.