

# MANAGEMENT INFORMATION PROJECT LEADER

## DEFINITION

Under general supervision, provides planning and direction for one or more major systems projects including systems implementation that involves hardware/software purchases, systems analysis, technical support/maintenance, applications programming, security and client training; assists in or directly schedules work and assigns personnel; performs related duties as required.

## EXAMPLES OF DUTIES

Meets regularly with client representatives to determine needs, identify problems and receive other input needed for systems implementation or enhancement; provides leadership to project team members including assigning tasks, assessing adequacy of systems analysis and programming results and addresses any issues that may arise throughout the course of a system's development and implementation; plans short and long range information systems development/implementation considering available resources and implementation timelines; ensures client or user satisfaction throughout a systems implementation and post-implementation phases; serve on advisory committees that make system recommendations including hardware/software acquisitions; performs application programming; generates ad hoc reports for budgetary purposes, planning, client and outside agency requests; continually through formal and informal training stays abreast of technological developments in the information systems field.

## EMPLOYMENT STANDARDS

Education and Experience: Any combination of training and experience equivalent to a Bachelor's degree in computer science, management information systems, business administration or related field and a minimum of three years experience working with complex applications in a leadership role. Plus, experience working with programming languages such as: Microfocus Cobol, Visual FoxPro, and Visual basic is also required. Additional credit will be awarded for experience working with databases such as: Sybase, Access, Oracle and Microsoft SQL.

Knowledge, Skills and Abilities: Thorough knowledge of systems analysis, design, programming and project management; thorough knowledge of computer-based information processing systems and their limitations; considerable knowledge in database management; thorough knowledge of effective project management practices and methods and technological developments through formal and informal training; oral and written communication skills; ability to work with limited supervision; and ability to provide project team leadership.