

## INFORMATION TECHNOLOGY MANAGER

### NATURE OF WORK

This is responsible professional and supervisory work managing departmental automation resources and directing project implementation activities of a large departmental workgroup. Focus is placed on identification of necessary automation initiatives, determining priorities for implementation, securing necessary resources, and managing successful implementation and operations to ensure appropriate availability and security of computer resources for a complex distributed environment with multiple mission critical systems.

### EXAMPLES OF WORK

Writes performance evaluations, issues counseling forms, disciplinary actions, handles employee complaints and grievances, recommends hiring, termination and promotion of staff.

Develops work plan, assigns, and directs activities of a large workgroup to ensure proper project completion with minimal disruption of service.

Serves as project manager for the development and implementation of the department's various automation systems.

Oversees design of current and future operations, maintenance, and management of systems.

Provides planning, management, and budgets for computer related activities.

Confers with departmental managers to identify automation needs and priorities.

Researches available options, prepares cost benefit analysis, and determines most appropriate automated solutions.

Ensures appropriate measures are taken to provide a secure and fault tolerant computing environment.

Coordinates with vendors and consultants when necessary to achieve desired results.

Coordinates activities with ISS to ensure compliance with countywide standards.

Performs related work as required.

### REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of modern management policies, practices, and procedures.

Considerable knowledge in the methods of project management.

Considerable knowledge of the principles of information management, systems analysis, accounting, mathematics, and statistics.

Considerable knowledge of capabilities and cost effectiveness of both hardware and software systems.

Knowledge of organizational structures, functions, operations, and goals of county government.

Ability to apply the formal principles of logic.

Ability to assess needs for projection of budgetary requirements.

Ability to plan, assign, and review the work of others.

Ability to express oneself clearly and concisely both orally and in writing.

Ability to establish and maintain effective working relationships at all levels.

**INFORMATION TECHNOLOGY MANAGER - CONT'D****MINIMUM ENTRANCE REQUIREMENTS**

Bachelor's degree in Computer Science or closely related field and five (5) years experience of varied information technology systems that includes three (3) years of supervisory experience in managing professional and technical employees; or any equivalent combination of related training and experience.

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