

PROJECT LEADER (INFORMATION TECHNOLOGY)

CODES/PAY RANGE

Class Code: 1632 EEO Code: B FLSA: E Pay Range: 217

MAJOR FUNCTION

Advanced technical and administrative work directing the analysis, design, development, implementation and maintenance of comprehensive management information systems for large divisions/activities or agencies.

GEOGRAPHIC INFORMATION SERVICES SECTION

Advanced, technical, professional and supervisory work in the development and support of a diverse, multi user geographic information system and client base.

ILLUSTRATIVE DUTIES

(NOTE: These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Coordinates the activities of assigned personnel in the planning, scheduling and implementation of comprehensive management information systems.

Participates in and plans work for Senior Programmer Analysts engaged in the development of new or revised computer applications.

Serves as liaison to users. Acts as Systems Analyst and advisor on data processing applications for both mainframe and microcomputers.

Compiles documentation of program development.

Advises management and senior staff in the planning of major systems.

Consults with user agencies to gather information and determine requirements for implementation of a comprehensive management information system.

Conducts major systems studies to determine requirements for implementation of a comprehensive management information system.

Determines complete project resources including personnel, hardware, and software.

Ensures completeness and accuracy of the system design, programming and implementation by review of test and/or parallel runs.

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Analyzes cost statistics and prepares economic comparisons of alternative methods; establishes standard accounting controls for source data and file balancing.

Confers with user divisions in reviewing operations to identify management problem areas, specific information requirements and to discuss project findings.

GIS Section

Trains various level County staff on GIS concepts and the use of Arc/Info and Arc/View software. Supervises and trains subordinate staff.

Determines most effective and efficient use of GIS software in a wide range of applications. Determines user requirements and designs GIS project methodology for each assigned project. Researches and tests new software and makes recommendations for use in applications. Coordinates the maintenance of GIS Data Dictionary.

Manages specific GIS projects. Works with various divisions in developing and maintaining geoprocessing applications.

Analyzes and coordinates staff and equipment needs to ensure that projects are completed on schedule in an efficient manner. Provides primary staff assistance to the GIS Director in identifying and acquiring GIS products and services.

Assists in budget preparation and compilation of GIS Annual Report.

Performs related work as required.

KNOWLEDGE, ABILITIES AND SKILLS

Knowledge of computer programming. Knowledge of systems analysis, data processing, mathematics, statistics, logic, and the principles of reasoning. Knowledge of the assigned governmental functions and the information required from data processing services.

Ability to plan, schedule and coordinate the work of subordinate technical staff. Ability to interpret system statements, develop general and detailed computer flow charts, and to prepare block diagrams indicating hardware configuration. Ability to express ideas clearly and

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concisely, orally, and in writing. Ability to establish and maintain effective working relationships with the management staff of the divisions serviced.

GIS Section -Knowledge of Arc/Info and Arc/View software and GIS hardware and specialized printers and plotters.

MINIMUM QUALIFICATIONS

Bachelor's degree in Mathematics, Computer Science, Data Processing or related field, and four (4) years of progressively responsible experience as a programmer analyst.

GIS Section - Bachelor's degree in Computer Science, GIS, Geography, Planning, Engineering, or related field, and four (4) years of progressively responsible experience in spatial analysis using ARC INFO software.

A comparable amount of education, training, or experience may be substituted for the minimum experience.

ADA REQUIREMENTS

Mental Demands: Ability to perform advanced mathematical functions. Ability to read and comprehend technical and professional journals and manuals, instructions schematics, abstracts. Ability to write complex documents, letters, manuals, memos relaying information and data. Ability to speak clearly and concisely. Ability to analyze data and develop conclusions. Ability to comprehend and develop spatial and relational designs and layouts. Ability to identify problems and resolve issues.

Physical Demands: Sedentary work. Ability to see, talk; finger dexterity.

Environmental Demands: Inside work.

Revised 11/97
Replaces 10/94