

INFORMATION TECHNOLOGY ACTIVITY MANAGER

CODES/PAY RANGE

Class Code: 1603 EEO Code: B FLSA: E Pay Range: C

MAJOR FUNCTION

Highly responsible administrative work in the planning, coordination and oversight of a specific activity or function within the centralized Information Technology Division.

Level II- Serves as Assistant Information Technology Director.

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.)

Level I

Oversees a specific Division Activity including developing and establishing Activity goals and priorities, identifying needed resources, and handling personnel matters (e.g. evaluations, discipline, leave approval, mentoring, training plans.)

Participates in the development, implementation, review and update of Information Technology's strategic and tactical plans, goals, priorities, and missions.

Plans, organizes, coordinates and directs the analysis, procurement, implementation and support of computer systems and services.

Maintains relationships with department management; analyzes present and future technology needs and issues for all county departments; prepares recommendations and specifications accordingly.

Reviews and evaluates information systems and services; provides analysis of performance data to ensure operational and maintenance effectiveness, timeliness and level of benefit.

Reviews and monitors project plans and reports to IT Director and Department/Division managers on project progress, problems and the need for changes.

Develops and administers new policies, procedures and programs for effective use of systems and services.

Researches and initiates feasibility studies and requirements for ensuring full advantage of current programs and more cost effective systems and technological developments.

Establishes and maintains effective working relationships with other governmental agencies, industry representatives and public and private agencies to exchange and coordinate information.

Information Technology Activity Director (cont.)

Prepares, recommends and administers the Activity operating and capital budgets.

Performs related work as required.

Level II

Supports IT Director in planning, directing and overseeing operations, personnel, and budget for the Division.

Assists in the development, implementation, review, and update of Information Technology's strategic and tactical plans, goals and missions.

Assists in preparation of the annual budget. Administers budget in accordance with established policies and procedures. Prepares long range Capital Improvement Program (CIP).

Serves as assistant to IT Director and in the absence of the Director assumes the duties and responsibilities of the position.

Reviews and analyzes Division for operational effectiveness; reports to IT Director progress, issues, and recommendations.

Assists IT Director in reviewing project plans, issues, and progress. Assists in promoting an integrated county-wide information system concept.

Establishes and maintains effective working relationships with other governmental agencies, industry representatives, and public and private agencies to exchange and coordinate information.

Represents the County when dealing with vendors for hardware, software, and consulting services when appropriate.

Performs related duties as required.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of computer system evaluation, selection and implementation practices. Knowledge of effective supervisory and management practices and procedures. Knowledge of research methodologies and mediums. Knowledge of County, State and Federal laws, rules and regulations governing activities of the County Government's Information Technology Systems. Knowledge of the operating characteristics, capabilities and limitations of computers and related equipment for a large computer site. Knowledge of the complexities of a full-service Information Technology operation.

Ability to plan, coordinate and direct activities of a group of employees with a wide range of

occupational skills. Ability to establish and maintain effective working relationships with employees, governmental agencies and private and civic groups. Ability to administer and manage multiple technical programs and projects simultaneously. Ability to develop and maintain policies and procedures. Ability to communicate effectively, orally and in writing.

MINIMUM QUALIFICATIONS

Graduation from an accredited four (4) year college or university with a degree in Computer Science, Business Administration, Public Administration or related field and four (4) years of progressively responsible experience in managing complex information technology systems and staff.

Comparable education, training or experience may be substituted for the minimum qualifications.

ADA REQUIREMENTS:

Mental Demands: Ability to read and comprehend technical and professional manuals and journals, instructions, letters, financial reports, abstracts, memos, reports, and summaries. Ability to write detailed, complex letters, reports, summaries, agendas, memos and financial reports. Ability to perform general mathematical functions. Ability to analyze data and develop a conclusion. Ability to identify and resolve problems. Ability to speak publicly, extemporaneously and persuasively; conversant in theory and practices of discipline to laymen.

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

Environmental Demands: Inside work .

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