

CLASS TITLE: Manager of Information Services

CHARACTERISTICS OF THE CLASS: Under direction, manages and directs the design, implementation and maintenance of data processing systems for a City department; and performs related duties as required.

ESSENTIAL OF DUTIES: Establishes policies and standards for the design, implementation and maintenance of data processing systems and procedures; meets with department managers to discuss data processing needs and provides advice and assistance on available systems, hardware and applications; directs the conversion of manual processes to data processing systems; determines hardware and software needs and oversees their purchase and implementation; directs the modification of computer programs to meet department's specific needs; functions as liaison to the Department of MIS for systems hardware and software purchases and contracts, applications development and enhancement, accessibility and security, and policies and procedures; develops the annual data processing budget including personnel, equipment, software, supplies and outside services; directs the hiring, training and assignment of personnel; directs data entry and report generation activities.

MINIMUM QUALIFICATIONS:

Training and Experience. Graduation from an accredited college or university with a Bachelor's degree in Computer Information Sciences or related degree supplemented by five years of progressively responsible data processing systems design, implementation and management experience including three years of supervisory experience, or an equivalent combination of training and experience.

Knowledge, Abilities and Skill. Considerable knowledge of data processing systems management. Considerable knowledge in the application of data processing hardware and software. Considerable knowledge of the usage of data processing methods and techniques.

Ability to manage a comprehensive data processing operation. Ability to direct and manage the conversion of manual processes to computerized applications. Ability to plan, coordinate and oversee the work of professional, technical and clerical staff.

Considerable skill in the application of methods and principles used in data processing. Considerable skill in determining areas that will benefit from data processing. Considerable oral and written communication skills.

Working Conditions. General office environment.

Equipment. General office equipment.

Note: While the list of essential duties is intended to be as inclusive as possible, there may be other duties which are essential to particular positions within the class.