INFORMATION SYSTEMS MANAGER

DISTINGUISHING FEATURES OF THE CLASS: This is an important administrative and technical position involving responsibility for planning, supervising and coordinating data processing operations. The incumbent is responsible for solving the problems of information processing and maintaining a smoothly functioning data processing unit. The work is performed under the general supervision of the Chief Financial Officer and may involve the supervision of technical and clerical staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans, coordinates, and supervises the purchase and installation of hardware; Evaluates and recommends the purchase of software; Schedules and performs software installation with assistance; Supervises computer networking; Determines what computer programs need to be written; Writes specifications for the program, supervises their development and tests the finished program; Solves problems of information processing; Ensures that the processing of charges and cash is done on a timely basis; Maintains system files within authorized applications; Contacts various contracted services when applicable; May perform all system functions; Ensures that the processing of charges and cash is done on a timely basis; May be responsible for cash functions when applicable; Makes training arrangements for new employees; Performs continuing education regarding changes within the department; Performs a variety of administrative and financial functions as assigned, including, but not limited to assisting in budget preparation, developing system planning management and system projects; May use a typewriter, personal computer or word processor; Attends training programs or seminars.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the operation, capabilities and application of computers and peripheral equipment; Working knowledge of computer programming concepts, however the ability to program is not a requirement of this position; Ability to translate and adapt administrative, statistical and financial data to computer program specifications; Ability to make arithmetical computations; Ability to solve problems; Ability to work quickly and accurately under pressure and with interruptions; Ability to supervise others; Ability to work with various departments, the public and other community agencies; Good communication skills; Mental alertness; Tact and courtesy; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:
A. Graduation from a New York State registered or regionally accredited four year college with a Bachelor's Degree in computer science, electronic data processing or related field; OR
B. Graduation from a New York State registered or regionally accredited two year college with an Associate's Degree in computer science or electronic data processing and two years experience in data processing operations or an equivalent combination thereof.
C. Four years of experience as indicated in (B).
D. An equivalent combination of training and experience as defined by the limits of A, B and C above.

Adopted 5/10/95
Revised 5/12/95