

Class Concept

This is administrative and managerial work in directing the centralized computer services for a medium-size state agency. This class is distinguished from the Information Systems Director II class by a large number of complex applications systems of critical impact to other agencies' data needs or client support services, communications capabilities to field or distributed offices, and a large staff of applications development, operations, and technical systems/communications personnel.

Employees are responsible for planning, developing, and overseeing the information services provided to an agency as a whole. This involves managing, organizing, and directing the resources and personnel to develop and maintain systems, software, and operations for the information needs of the agency. Positions typically report to the secretary of a department.

Employees represent the computer center with upper level management of the department to determine multi-year direction and goals for department or university-wide information processing services. Employees work with hardware and software vendors and external technology sources to develop relationships and resources to keep abreast of changing technology. Employees perform related work as required.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of the capabilities and limitations of a wide range of equipment, software, and services necessary to administer the department-wide information processing needs.
- Thorough knowledge of the management techniques involved in resource allocation and personnel management.
- Ability to plan for data processing installation of the department.
- Ability to communicate effectively in oral and written form.
- Ability to establish and maintain effective working relationships with vendors, clients, top level management of the department, and the public.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and seven progressive data processing experience including at least three years of managerial experience in directing information resource management programs that include applications development, hardware and software operations, end-user computing services, and communications activities; or an equivalent combination of education and experience.