

INFORMATION SYSTEMS APPLICATIONS MANAGER

KIND OF WORK

Managerial work in the management of information systems applications.

NATURE AND PURPOSE

The employee in this class is responsible for managing an assigned functional area in the development of information systems applications and for ensuring that systems analysis, systems design, cost/benefit analysis, project estimating, project management control, and information processing planning and budgeting are performed for the assigning agency effectively and within time and cost restraints.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Develops budgeting and resource requirements in close cooperation with user agencies to ensure the success of proposed information systems applications.

Maintains effective contact with user agencies to remain aware of the need for new project development modifications and to develop solutions to operating problems.

Maintains project status information in order to keep user agencies informed of progress of projects.

Ensures that project staff properly uses standard system and project development methodology so that scheduling and estimating are timely and effective.

Ensures that planning and budgeting are accomplished in a standard manner so that agencies involved can reach consensus on the approval or non-approval of projects.

Participates in the development and the implementation of system modifications so that changes compliment existing systems and are cost effective.

Serves in a staff role in making recommendations for the development of overall InterTech planning policies, procedures and standards so that a high quality comprehensive plan is developed.

Manages assigned staff in a manner so that maximum productivity is obtained and staff is prepared to deal with new and innovative changes.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Currently available data processing capabilities.

Most advanced techniques and their application in automating systems.

Standard system development methodology.

Project management systems.

Ability to:

Comprehend a total systems design system and to communicate the elements of the system effectively orally and in writing.

Manage effectively a staff of professional and technical employees.

Estimate application time requirements and costs.

Deal effectively with user agency staff.

Est.: 5/8/81

Rev.:

T.C.: 4/91

Former Title(s): EDP Applications Manager