

INFORMATION SERVICES MANAGER

NATURE OF WORK

This is highly responsible administrative and professional work directing and coordinating the activities of the Information Services Division.

Work involves responsibility for the development and coordination of divisional programs, policies and procedures and includes the supervision of subordinate personnel involved in a variety of data processing activities. Work also includes participating in the preparation and administration of the divisional budget; performing the full range of administrative responsibilities for the division; and consulting with department heads and other customers to determine the needs of various City and County departments in relation to data processing. Supervision is exercised over a staff of professional, technical and clerical personnel. Work is reviewed in the form of reports and effectiveness of services provided. This position reports to the Finance Director.

EXAMPLES OF WORK PERFORMED

Establishes, directs and administers systems used by the Information Services Division; directs work of subordinate personnel.

Consults with department heads and other customers to determine ways to better utilize data processing systems to meet the needs of the various departments.

Plans and directs all data processing activities.

Prepares budget recommendations for division and oversees the administration of division budget.

Performs related work as required.

DESIRABLE KNOWLEDGES, ABILITIES AND SKILLS

Thorough knowledge of management systems and techniques.

Considerable knowledge of the overall operation of municipal government.

Considerable knowledge of the principles, methods and practices of municipal finance and budget.

Considerable knowledge of organizational and administrative policies and procedures.

Knowledge of the standard methods and practices involved in operating a variety of data processing equipment.

Ability to plan, assign and coordinate the work of professional, technical and clerical personnel.

Ability to communicate effectively both orally and in writing.

Ability to establish and maintain effective working relationships with co-workers, customers and the general public.

DESIRABLE TRAINING AND EXPERIENCE

Graduation from an accredited four year college or university supplemented by a Master's degree in business or public administration or related field with considerable knowledge of the principles of data processing and considerable experience in a responsible administrative or managerial capacity.

MINIMUM QUALIFICATIONS

Graduation from an accredited four year college or university with major course work in business or public administration or related field with knowledge of the principles of data processing and experience in a responsible administrative or managerial capacity; or any equivalent combination of training and experience which provides the desirable knowledges, abilities and skills.

Approved by: _____
Department Head

Personnel Director

11/89
Title Change: 8/96
Revised: 1/97

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