

## SYSTEMS PROJECT SUPERVISOR

### NATURE OF WORK

This is advanced level, highly technical work performing the duties of a "project manager" which includes supervising a team of Information Services staff in the completion of new application systems, the maintenance and modification of existing systems, and the installation, implementation and management of IT platforms and systems.

Work involves responsibility for coordinating and monitoring the work performed by subordinate technical personnel in the development, maintenance, modification and implementation of IT systems, applications and platforms. An employee in this classification exercises considerable independent judgment in the performance of assigned duties. General supervision is received from the Chief Information Officer or Information Services Team Lead/Manager with work being reviewed for conformance with established departmental policies, standards and procedures through reports, conferences and attainment of goals. Supervision is exercised over subordinate Information Services staff assigned to the project team.

### EXAMPLES OF WORK PERFORMED

Coordinates and monitors the development of database requirements for new and modified systems design in order to determine if they meet the guidelines established by the Information Services Division.

Schedules, directs and evaluates the work of subordinate technical personnel in order to ensure that the various activities involved in the completion of the project are proceeding according to schedule; assists personnel assigned to various projects with the more difficult aspects of systems analysis and program development.

Evaluates long range administrative data requirements of customers; recommends to administrative superior revisions in standard, guidelines, hardware, software and training techniques.

Develops, monitors and ensures that applications software is developed and implemented in a fashion that is easily maintained and operates in an acceptable manner.

Leads and manages projects implementing, upgrading and supporting third party systems, contracted systems and in house produced systems; some of these include the CJIS System, JDE Financial Systems, Oracle HCM HR/Payroll, GIS and others which are either on premise or cloud platforms.

Leads and manages information technology projects and Information Services business initiatives as determined and assigned.

Interacts with Information Services management, customers and policy committees so that systems are developed and/or implemented to meet the customer's need.

Performs all duties within the established policies, standards and guidelines of the Information Services Division.

Performs related work as required.

**DESIRABLE KNOWLEDGE, ABILITIES, AND SKILLS**

Extensive knowledge of research techniques, methods and procedures.

Thorough knowledge of the principles, methods and techniques of computer programming languages.

Thorough knowledge of office procedures, equipment and methods of systems analysis.

Thorough knowledge of principles and techniques of program planning, computer programming and processing.

Thorough knowledge of software development methodologies.

Ability to plan, direct and evaluate the work of subordinate Systems Analyst/Programmers and other Information Services staff.

Ability to analyze problems and to organize their component parts into logical systems.

Ability to exhibit independent judgment and initiative in analyzing technology and automation systems and to make sound recommendations and modifications.

Ability to utilize technical manuals relating to programming languages, system operations and database management.

Ability to communicate effectively both orally and in writing.

Ability to effectively manage multiple responsibilities concurrently.

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

Ability to implement application systems in a structured environment.

**MINIMUM QUALIFICATIONS**

Graduation from an accredited four-year college or university with major coursework in systems analysis and programming, computer science or business administration and four years of experience performing complex programming, complex systems analysis, implementation of large vendor application and six months of supervisory experience; or any equivalent combination of training and experience that provides the desirable knowledge, abilities and skills.