

SACRAMENTO COUNTY OFFICE OF EDUCATION

CLASSIFICATION TITLE: Information Systems Manager

DEFINITION

Under general direction plans, organizes, assigns, and evaluates the work of the unit/department staff involved in planning, analysis, design, and testing of computer application software and hardware, computer operations, computer network support, intranet/internet, and telecommunications. Performs related duties as required.

DIRECTLY RESPONSIBLE TO

Appropriate administrator

SUPERVISION OVER

Professional, technical, and clerical personnel as assigned; may lead, train, or participate in all work team assignments assigned to the unit/department.

DUTIES AND RESPONSIBILITIES (Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks which may be found in positions within this classification.)

Coordinates and oversees project assignments with appropriate staff and/or vendors; participates in the research and evaluation of computer, network, intranet/internet and telecommunications technologies.

Application Software Development

Assists staff in the analysis and design of application software which assists in solving customer identified problems; tests the computer application software, ensures the output is appropriate; supports, supervises, and assists in planning, analysis, design, testing, and implementation of customized computer programs; assists unit/department staff in the use of Computer Assisted Software Engineering software; develops project work plans, timelines, and deliverables for each phase of a project plan; develops systems to oversee and enforce system integrity, security, application and standards; develops and enforces system, application, and customer documentation; coordinates with staff regarding installation of the application, production implementation, and assists in solving of any problems related to the output from the application.

Local and Remote Area Network

Participates in designing and evaluating local or remote network systems; directs staff in overseeing the operation of the network(s); participates in the testing and evaluation of network software packages; assists in installing and maintaining both software packages and operating systems; ensures network security and monitors access; reviews network traffic and utilization data modifying systems as necessary; performs research and evaluates new technologies in the network area; consults with computer vendors to assist in solving network problems; evaluates new hardware or software.

Operation of Computer Production Systems

Supports and assists in the operation of various computer production systems; meets with unit/department staff to analyze and determine printed and magnetic production output requirements; develops and implements operation procedures which meet or exceed standards; responsible for maintaining a computer operations billing system and assists in solving billing concerns.

Support Functions

Meets with unit/department staff and serves as liaison to plan, and analyze, hardware and software that provides service and support for the telecommunications systems; coordinates with staff and vendors regarding the installation and modification to the telecommunications systems; monitors security and access to various features of the telecommunications systems; monitors and assists in the telephone billing process; researches and evaluates new technologies in telecommunications area; consults with vendors as needed to assist in solving telecommunications problems; maintains supply inventory and records of telecommunications equipment; works closely and cooperatively with other Sacramento County Office of Education programs to implement access to the Internet.

MINIMUM QUALIFICATIONS

Education

Any combination of education and training equivalent to possession of a bachelor's degree in management information science, computer science, or other related areas which demonstrates the ability to perform the duties and responsibilities as described.

Training and Experience

Experience in application planning, analysis, design, code generation and implementation; code generations experience in using programming languages in traditional manner and/or utilizing code generation software tools used by the Sacramento County Office of Education.

Knowledge

Working knowledge of local and wide area networks, internetworking, data communications, LAN gateways, personal computer connectivity; principles and methods of strategic planning with knowledge in information engineering and the principles of planning, analysis, design and code generation and implementation of software application programs; knowledge of computer hardware job control language, computer operating systems, computer software packages, computer software utilities, computer software code generators, record storage for both local and distributed environments used by the Sacramento County Office of Education.

Skills and Abilities

Lead and/or participate in team development of computer software application programs; plan, analyze, design, generate code, test, implement simple to complex software application solutions; communicate effectively in both technical and nontechnical terms; read, interpret and apply technical data processing manuals and related documents; keep current by reading, interpreting, and applying information presented in trade journals, newspapers, and magazines; prepare clear and concise written communications and make oral presentations; research technical manuals and guides to respond to questions and solve computer problems; prioritize requests, organize, schedule, and coordinate a variety of activities and projects; ability to learn new software packages and adapt to changes in technology; establish and maintain cooperative working conditions with those contacted during the course of work.

Other Characteristics

Possession of valid California driver's license; ability and willingness to travel on work assignments; willingness to work additional hours during the week and/or weekend, if required.

Approved by the Personnel Commission on June 17, 1998