

SYSTEMS INFORMATION MANAGER

Code No: 3-20-008
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is a technical administrative position responsible for managing all aspects of the day-to-day operation of an Information Systems Division of a County Department. The employee reports directly to and works under the general supervision of a senior level staff employee. Direct supervision is exercised over Systems Programmers, Network Administrators, Systems Support Technicians and other Information Systems staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other activities may be performed although not listed):

Manages the current and future development and implementation of the Department's computer systems;

Manage the acquisition of all Department's computer equipment;

Manages all Department computing system devices, computer networks, and network equipment;

Manages the definition and maintenance of all Database Dictionaries in the computer system;

Manages the computer operations environment and the computer site's physical resources;

Orders, sets up and tests Personal Computers, workstations, printers, computer networks, and software;

Manages installation, testing and scheduling of computer programs and upgrades;

Manages the maintenance of all computers and related equipment;

Coordinates with users, county maintenance, and Information Services staff to assure computer/cabling requirements are met for both the main computer room and the user areas;

Manages user training for the department;

Manages departmental budget.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the principles, techniques and concepts utilized in systems analysis and design, programming, testing and implementation; thorough knowledge of mainframe, mid-range and microcomputer capacities, strengths for usage and software packages supported by the Department; good knowledge of hospital operation; good knowledge of organizational management and principles; ability to communicate effectively; ability to supervise a technical staff; ability to establish priorities and coordinate several different activities; ability to prepare project plans and schedules; ability to make decisions, ability to establish and maintain effective professional relationships; tact, good judgement; initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma plus EITHER:

- (A) Graduation from a regionally accredited or New York State registered four (4) year college or university with a Bachelor's degree in Data Processing, Computer Science, Mathematics, plus four (4) years of full-time or its part-time equivalent experience in computer programming and/or datacenter operation, or systems analysis and design plus one (1) year of computer operation supervision; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree, plus five (5) years of full-time or its part-time equivalent experience as described in (A) above; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Computer Science or Data Processing, plus six (6) years paid full-time or its part-time equivalent experience as described in (A) above; OR,
- (D) Eight (8) years of computer dataprocessing, six (6) years of which shall have been in computer programming and /or datacenter operation, or systems analysis and design; OR,
- (E) Any equivalent combination of training and experience as described by the limits of (A)<(B), (C) and (D) above.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: November 10, 1994