

DIRECTOR OF MANAGEMENT INFORMATION SYSTEMS

Code No: 3-20-019
Competitive

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the Rochester City School District responsible for the planning, organization and direction of the Management Information Systems' department. The employee is responsible for ensuring necessary resources and services are available to managers at all levels of the organization, as well as to assist them in strategic planning, management and operation controls. The employee reports directly to and works under the general supervision of the Assistant Superintendent for Business Services. General supervision is exercised over a technical staff. Does related duties as required.

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

Directs the systems and programming, computer operations, technical support and administrative support of Management Information Systems (MIS);

Recruits, selects, assigns and evaluates personnel;

Develops procedures and schedules for efficient work flow;

Coordinates MIS activities with user requests and requirements;

Prepares and administers the department's budget;

Establishes, issues and enforces departmental and organizational policies and standards;

Consults with administrators and managers regarding computer applications, informational needs, service requirements, operational problems and strategic planning;

Evaluates new hardware and software technology;

Evaluates organizational needs and requirements in order to recommend an appropriate course of action;

Applies cost/benefit analysis methods to current and proposed applications, hardware and software configurations, and organizational structuring.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of organizational and managerial principles and practices; thorough knowledge of the principles and practices of systems analysis, design and implementation; thorough knowledge of computer applications and uses; good knowledge of programming methods and terminology; good knowledge of computer related MIS and data base systems; good knowledge of programming language appropriate to installation; good knowledge of computer operations, systems, programming and technical support staff; good knowledge of preparing and administering a budget; ability to prepare oral presentations; ability to prepare written documents and reports; ability to establish and maintain effective professional relationships with technical staff, user departments and the public; ability to communicate effectively; initiative;

sound judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's degree in Data Processing, Computer Science, or Business Administration, plus eight (8) years paid full-time or its part-time equivalent experience in data processing operations management, systems analysis, programming or project management, at least three (3) years of which shall have involved supervision of a technical staff; OR,
- (B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in Data Processing, Computer Science, or Business Administration, plus six (6) years paid full-time or its part-time equivalent experience in data processing operations management, systems analysis, programming or project management, at least three (3) years of which shall have involved supervision of a technical staff; OR,
- (C) Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Data Processing, Computer Science, or Business Administration, plus three (3) years paid full-time or its part-time equivalent experience in data processing operations management, systems analysis, programming or project management, at least one (1) year of which shall have involved supervision of a technical staff; OR,
- (D) Any equivalent combination of training and experience as described by the limits of (A), (B) and (C) 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: July 13, 1995

REVISED: January 11, 1996