

Code: 1484

Title: INFORMATION TECHNOLOGY SYSTEMS & PROGRAMMING MANAGER

SUMMARY: Develops, coordinates, and implements complex computer application projects and manages operational activities of an Information Technology (IT) section or work unit within an Elected Official's department.

DUTIES/RESPONSIBILITIES: (Work assignments may vary depending on the department's needs and will be communicated to the applicant or incumbent by the supervisor.)

Plans, directs and manages the daily operations of a departmental IT work section or work unit;
Manages the development of systems, applications and programs to meet the business needs of the department;
Provides technical and analytical support in the solution of complex management information systems problems;
Evaluates new information systems products or services and makes recommendations to management concerning information systems, systems acquisitions, enhancements, and upgrades;
Plans and schedules projects and work flow to meet schedules;
Coordinates automated systems documentation, develops program and performance standards, and ensures compliance;
Develops and implements new or revised policies and procedures to improve efficiency and productivity in support of the information technology needs of a county department;
Manages the design and maintenance of network and application security for the assigned department;
Prioritizes, coordinates, assigns, and reviews work assignments;
Supervises professional technical staff and evaluates performance;
Ensures information technology policies, procedures and activities comply with applicable federal/state statutes, regulations and County policies
Provides and assists in training technical staff and provides technical expertise as required;
Maintains technical and administrative record of software, hardware, systems, contracts, and/or vendors;
Prepares reports relative to information management systems;
Manage the departmental IT budget and assists in budget preparation.

KNOWLEDGE & SKILLS:

Knowledge of:

- systems analysis, applications programming, and the operation and application of IT systems appropriate to area of assignment;
- principles and techniques involved in the operation and application of system hardware;
- principles, practices and techniques of effective supervision and management;
- principles, practices and techniques of network and application security;
- principles, practices and techniques of datacenter, design, operations, backup strategies, redundancy, and disaster recovery;
- principles, practices, and techniques of database design and administration;
- principles and techniques of block diagramming, flow-charting and related software;
- applicable federal, state and local laws, rules and regulations;
- project management methodologies and technologies;
- effective training, leadership and communication techniques.

Skill in:

- planning, management, and control of projects applicable to IT systems and operations;
- identifying, analyzing and resolving program problems including problem avoidance;
- vendor and contractor relationships and negotiations;
- identifying appropriate development language(s) to develop or revise programs and to troubleshoot program effectiveness;
- training, supervising, and directing other staff in programming, system analysis, and projects applicable to area of assignment;
- communicating effectively.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university with a major in computer science, computer engineering, management information systems, or a related field as defined by the appointing authority at the time of recruitment and four years of application development, deployment, and maintenance experience which includes two years in a supervisory/managerial capacity.

(Additional relevant experience and/or education from education from an accredited college or university may substitute for the aforementioned education/experience.)

OTHER REQUIREMENTS:

Licenses and Certificates: Some positions require a valid Arizona Class D driver license at the time of application or prior to completion of initial/promotional probation. Failure to obtain/maintain the required licensure shall be grounds for termination.

Special Notice Items: Some positions may require satisfactory completion of a personal background investigation, polygraph examination and/or pre-/post-appointment drug testing by law enforcement agencies due to need for access to law enforcement, corrections or Court facilities, property and associated confidential and sensitive information, documents, communications, and database systems.

Physical/Sensory Requirements: Physical and sensory abilities will be determined by position.

This classification is intended to indicate the basic nature of positions allocated to the classification and examples of typical duties that may be assigned. It does not imply that all positions within the classification perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.