

COMPUTER SYSTEMS MANAGER

Duties and Responsibilities

This is a management class of positions with several Assignment Levels. These positions are distinguished by the high degree of administrative responsibility they have over all or a significant portion of an agency's Information Technology (IT) program. All positions combine significant policy input and program impact at an agency-wide level with direct control over all the resources necessary to operate an IT program using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, planning of data/information processing, user services, or area networks, including staff, budgeting, and procurement. May be responsible for the development of complex computer systems. The following are typical assignments within this class of positions. All personnel perform related work.

Under varying levels of managerial or executive direction, with varying degrees of latitude for independent initiative, judgment and decision, performs difficult and responsible professional managerial work in the planning, organizing and controlling of the overall activities of a major IT facility/activity. In an agency having an IT activity of sufficient size, complexity, and/or volume, serves as principal assistant to the IT manager. Manages the day-to-day activities of a large computer operation, serving as head of IT or as head of a unit responsible for one or more major operating functions. Serves as immediate deputy to the head of a very large IT operation. Heads the entire operation of a very large IT program overseeing all components of the program. In the temporary absence of supervisor, may assume the duties of that position; or performs assignments equivalent to those described.

COMPUTER SYSTEMS MANAGER (continued)

Qualification Requirements

1. A master's degree in computer science from an accredited college and three years of progressively more responsible, full-time, satisfactory experience using information technology in computer applications programming, systems programming, computer systems development, data telecommunications, database administration, planning of data/information processing, user services, or area networks at least 18 months of this experience must have been in an administrative, managerial or executive capacity in the areas of computer applications programming, systems programming, computer systems development, data telecommunications, data base administration, or planning of data processing or in the supervision of staff performing these duties; or
2. A baccalaureate degree from an accredited college and four years of experience as described in "1" above; or
3. A four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and six years of experience as described in "1" above; or
4. A satisfactory combination of education and experience equivalent to "1", "2" or "3" above. However, all candidates must have at least a four-year high school diploma or its educational equivalent approved by a State's department of education or recognized accrediting organization and must possess at least three years of experience as described in "1" above, including the 18 months of administrative, managerial, executive or supervisory experience as described in "1" above.

COMPUTER SYSTEMS MANAGER (continued)

Qualification Requirements (continued)

NOTE: The following types of experience are not acceptable: superficial use of preprogrammed software without complex programming, design, implementation or management of the product; use of word processing packages; use of a hand held calculator; primarily the entering or updating of data in a system; the operation of data processing hardware or consoles.

Direct Lines of Promotion

<u>From:</u>	Computer Associate (Software) (13631)	<u>To:</u>	None
	Computer Specialist (Software) (13632)		
	Certified IT Administrator (LAN) (13641)		
	Certified IT Administrator (WAN) (13642)		
	Certified IT Developer (Applications) (13643)		
	Certified IT Administrator (Database) (13644)		