



MANAGER OF INFORMATION SYSTEMS

JC: IF177
PB: 10
FLSA: Exempt

BU: 95 (NR)
Created: September 2002
Revised: June 2019

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under general direction, manages and oversees the activities and operations within the Office of the Chief Information Officer including planning, designing, and implementing mainframe services or business systems applications; performs related duties as required.

CLASS CHARACTERISTICS

This is the full-scope managerial level classification that is responsible, through subordinate professionals, for managing projects and activities to support District's business and administrative information systems. These systems may include systems planning and design, system programming, applications programming, systems analyses, LAN administration, security, help-desk, computer operations and database administration for mainframe computers and microcomputers. This classification is distinguished from Deputy Chief Information Officer in that the latter has overall responsibility for District's information systems activities.

REPORTS TO

Deputy Chief Information Officer or designee.

EXAMPLES OF DUTIES - *Duties may include, but are not limited to, the following:*

1. Manages and oversees services and directs activities of information systems, which includes planning, developing, and implementing mainframe services and business systems applications.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
2. Plans, directs, coordinates and reviews the work plan for assigned staff; assigns work activities, projects and programs. Reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.
3. Oversees the development and maintenance of existing mainframe and client/server software applications; conducts periodic review, analysis and upgrades to database software products; evaluates software and recommends selections.

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5. Oversees financial management software program; analyzes application requirements; develops sales support materials; conducts presentations; oversees software projects.
6. Reviews and approves changes to production mainframe computer programs; evaluates system software and hardware; monitors status of changes to operating systems and application system programs.
7. Serves as resource to technical staff, provides assistance on technical problems; backs up system security staff.
8. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, practice and procedural improvements.
9. Selects, trains, motivates and evaluates information system personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
10. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
41. Serves as the liaison for the information systems division with other divisions, departments and outside agencies; negotiates and resolves sensitive and controversial issues.
52. Serves as staff on a variety of boards, commissions and committees; prepares and presents staff reports and other necessary correspondence.
13. Conducts a variety of organizational studies, investigations and operational studies; recommends modifications to information system programs, policies and procedures as appropriate.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of information systems.
15. Responds to and resolves difficult and sensitive citizen inquiries and complaints.

QUALIFICATIONS

Knowledge of:

- Principles and practices of information systems design and data processing
- Principles and practices of program development and administration
- Methods and techniques of information systems project management
- Current information technology products and services including hardware and software for mainframe and client/server systems
- Programming , software application languages, query languages and report writers
- Applications design and programming concepts
- Business and administrative project applications
- Mainframe system architectures and technical environments

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- Personal computer configurations and architectures
- Principles and practices of budget preparation and administration
- Principles of supervision, training and performance evaluation
- Related Federal, State and local laws, codes and regulations

Skill/Ability in:

- Overseeing and participating in the management of a comprehensive information systems program
- Designing and programming business application systems
- Utilizing a variety of programming languages
- Evaluating and selecting systems hardware and software systems
- Selecting, supervising, training and evaluating staff
- Participating in the development and administration of division goals, objectives and procedures
- Preparing and administering large program budgets
- Preparing clear and concise administrative and financial reports
- Analyzing problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals
- Researching, analyzing and evaluating new service delivery methods and techniques
- Interpreting and applying Federal, State and local policies, laws and regulations

MINIMUM QUALIFICATIONS

Education:

Bachelor's degree in Computer Science, Business Administration, or a closely related field from an accredited college or university.

Experience:

Five (5) years of (full-time) professional verifiable information systems program development or related experience which must include at least two (2) years of supervisory experience.

Substitution:

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A college degree is preferred.

WORKING CONDITIONS

Environmental conditions:

Office environment; exposure to computer screens.

Physical conditions:

May require maintaining physical condition necessary for sitting, standing or walking for prolonged periods of time.

BART EEO-1 Job Group: 0500 – Executives/Managers
Census Code: 0430 – Miscellaneous Managers
Safety Sensitive: No