

SYSTEMS MANAGER

DISTINGUISHING FEATURES OF THE CLASS:

This is a technical and managerial position involving responsibility for developing and implementing policy, developing new applications and internal programs, directing the interface between user departments, and developing and maintaining software configuration. This position is also responsible for supervising the programming section of a data processing center. This class differs from Computer Operations Manager by being generally concerned with software and software matters. Work is performed under the general supervision of the Commissioner of OCIS with wide leeway allowed for setting policies and priorities within previously discussed goals. Direct and general technical and administrative supervision is exercised over Project Leaders, Systems Analysts, Programmers and other technical or clerical positions.

TYPICAL WORK ACTIVITIES:

1. Develops and enforces software methods and performance standards and policies;
2. Develops data processing standards and coordinates implementation;
3. Reviews requests for new applications or internal programs to determine compliance and compatibility with operational procedures;
4. Evaluates and recommends new or existing software based on user requirements and operational capabilities and performance;
5. Defines, schedules, reviews, directs and controls developmental projects;
6. Assigns and schedules projects and personnel;
7. Provides assistance in identification and solution of applications problems in user departments;
8. Reports development activity, progress and performance to the Commissioner;
9. Reviews documentation prepared by systems personnel;
10. Presents systems recommendations to the Commissioner and other department heads;
11. Reviews performance of programming and analyst personnel;
12. Audits performance of all data processing activities and develops means to improve performance;
13. Provides technical assistance to user departments;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of the modern principles of systems analysis; thorough knowledge of the current principles, practices, methods, capabilities and techniques of high speed electronic data processing; good knowledge of the COBOL and ASSEMBLER programming languages; ability to communicate effectively both orally and in writing; ability to plan and supervise the work of others; ability to analyze organization and management systems, budgeting systems; accounting systems and record management systems; tact and courtesy; physical condition commensurate with the demands of the position.

SYSTEMS MANAGER (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of an equivalency diploma AND:

- EITHER: (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in data processing, computer science or equivalent, AND four (4) years of full-time paid data processing experience as a programmer analyst or systems analyst, two (2) years of which must have been as a systems analyst and one (1) year of which must have been in a supervisory capacity;
- OR: (B) Graduation from a regionally accredited or New York State registered community college with an Associate's degree in data processing AND six (6) years of full-time paid data processing experience as a programmer analyst or systems analyst, three (3) years of which must have been as a systems analyst and one and one half (1 1/2) years must have been in a supervisory capacity;
- OR: (C) Eight (8) years of full-time data processing experience, four (4) years of which must have been as a systems analyst, two (2) years of which must have been in a supervisory capacity;
- OR: (D) An equivalent combination of training and experience.

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