

Manager, MIS

PURPOSE: Plan for, recommend, and actualize information systems.

FUNCTIONAL AREAS:

1. Plan for and accomplish information systems maintenance and development.

- * A. Determine long- and short-range computer-based information management and processing needs; recommend goals, objectives, programs, and schedules to meet these goals.
- * B. Plan, develop, evaluate, and administer computer operations, including systems support and maintenance.
- * C. Guide the design and development of information systems based on user needs and available resources.
- * D. Maintain existing computer-based information systems.
- * E. Facilitate information access across and among groups both within and without the City of Duluth.
- * F. Conduct periodic long- and short-range studies to analyze the adequacy of information systems and the quality of present services, and make recommendations for improvements; maintain a liaison with vendors of computer hardware and software.
- * G. Test and install new systems and programs.
- * H. Develop and modify department policies and procedures; interpret policies and procedures for subordinates.
- * I. Advise various user departments regarding strategies, programs, projects or directions in computer technology; direct the analysis of information system requirements to identify additions, changes and/or enhancements.

2. Supervise the MIS Division staff.

- * A. Determine priorities, assign work, and coordinate schedules to ensure completion of work.
- * B. Effectively recommend the hire, transfer, suspension, or discharge of assigned personnel.
- * C. Establish, monitor, and enforce rules and procedures for efficient management and proper job performance.
- * D. Monitor work sites to ensure compliance with established methods, guidelines, and procedures.
- * E. Train personnel in correct and safe operating procedures.
- * F. Recommend adjustments or other actions in employee grievances.
- * G. Disseminate and interpret instructions and information to employees.
- * H. Maintain divisional budget.

JOB REQUIREMENTS:

EDUCATION

- ‡ A combination of education and/or experience equal to a four-year bachelor's degree in Computer Science, Data Processing, Accounting, or equivalent.

EXPERIENCE

- ‡ A total of six years of progressively responsible computer information systems experience, at least two years of which must be at a level involving supervisory experience.

KNOWLEDGE

- ‡ A. Extensive knowledge of computer information systems, their design, implementation, and maintenance.
- ‡ B. Extensive knowledge of computer hardware and software.
- ‡ C. Knowledge of computer software design and development.
- ‡ D. Knowledge of effective supervisory management techniques.
- ‡ E. Knowledge of accounting and statistical procedures as they relate to information systems design, development, and maintenance.

SKILLS

- ‡ A. Skill in designing and developing computer application software.
- ‡ B. Skill in troubleshooting and correcting computer information system deficiencies.
- ‡ C. Skill in leading others.
- ‡ D. Skill in maintaining interpersonal relations.

ABILITIES

- ‡ A. Ability to communicate effectively with individuals and groups, both orally and in writing.
- ‡ B. Ability to maintain a budget.
- ‡ C. Ability to solve computer information system problems.
- ‡ D. Ability to occasionally lift and carry materials weighing up to 50 pounds.
- ‡ E. Ability to attend work on a regular basis.

* Essential functions of the job.

- ‡ Job requirements necessary on the first day of employment.

Anlst: CT	Date: 19990803
Union: Supv	Pay: 1125
CSB: 19990803	Class: 1312
CC: 19991002	Res: 99-0726R