



JOB SPECIFICATION

Code 11080
Grade GS 55

DEPARTMENTAL DATA MANAGEMENT SUPERVISOR

General Purpose

Under general supervision, plan, analyze, manage, coordinate and maintain the daily operation of assigned department's computerized information management systems.

Typical Duties:

Manage and oversee daily operations of department's data management section, and computerized information systems. Involves: Schedule and coordinate daily operation and maintenance of data management systems. Oversee program functionality and assist personnel in the operation systems. Conduct or coordinate specialized reports or studies. Develop and recommend user training and data control policies and procedures.

Complete systems analysis to plan current and future system needs. Involves: Analyze and plan long and intermediate range system growth or enhancement. Assemble system requirements, technical developments and capabilities of proposed enhancements. Research and create scope of work and specifications for computer systems hardware and software needs. Create supporting cost and benefit analysis regarding upgrade requests and/or new information systems. Assist in preparation of annual operating and revenue budget. Prepare and oversee budget projections for maintenance and procurement of computer related hardware and software. Review bid specifications related to any type of computerized equipment and software programs. Review and recommend changes in bids on issues like accuracy of compatibility with current system and possible problems that will affect operation of computerized information systems for all divisions within the department.

Supervise assigned staff. Involves: Prioritize and coordinate assigned work activities. Instruct, review, guide and check work. Appraise employee performance of staff. Provide training and development. Enforce personnel rules, regulations, and occupational work and safety standards. Counsel, motivate and maintain harmony. Interview applicants. Recommend hires, terminations, transfers, disciplinary action, payroll, leave, merit pay or other employee status changes.

Knowledge, Skills, and Abilities

- Application of comprehensive knowledge of computerized information management systems.
- Application of considerable knowledge of the analysis of computerized business operational needs.
- Application of some knowledge of supervisory practices and procedures.
- Calculation of long, short and interim budgetary projections for computer capital equipment.
- Interpretation of oral, written, mathematical, legal, statistical and regulatory information dealing with long and short term budgets.
- Clear concise oral and written communication skills to prepare and present training and reports.
- Establish and maintain of effective working relationships with coworkers, officials, customer departments, vendors, contractors, regulatory and funding agencies and the general public.

Other Job Characteristics

- Repetitive motion in the operation of computer software applications.



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Minimum Qualifications

Education and Experience: An Associates degree in business or public administration, computer science or a related field, and three (3) years of experience in automated data development or maintenance.

Licenses and Certificates: None.