Job Code: 447.1

Job Title: **INFORMATION SYSTEMS ADMINISTRATOR (EXE LEVEL)**

Pay Grade: 30

GENERAL SUMMARY:

Directs and manages data resources designed and maintained for automated information systems.

RESPONSIBILITIES:

- Develops and maintains data architecture for all City automated systems.

- Designs and maintains the City data dictionary/directory.

- Establishes operating policies, standards, guidelines and procedures for data, files, data-processes and documentation standards.

- Coordinates and designs data, file and database structures to manage the city's information systems plans.

- Evaluates current systems for adherence to standards; recommends corrective actions where necessary.

- Develops and implements processes to provide only current and authorized system libraries.

- Oversees data resource development and usage; monitors adherence to applicable standards.

- Directs initialization and maintenance of data security systems, including procedures for back up recovery.

SPECIFICATIONS:

KNOWLEDGE:
Requires a Bachelor's degree in Computer Science, Business Administration, Mathematics or a closely related field.

EXPERIENCE:
Eight years of experience in programming, systems analysis and design or a related field are required. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

COMPLEXITY:
Work is substantially complex and varied, and requires the interpretation of technical and detailed guidelines, policies and procedures in combination. Analytic ability is needed to gather and interpret data where answers can be found only after careful analysis of several facts.

SPECIFICATIONS: (continued)

IMPACT OF ACTIONS:
Errors in work could lead to major costs and problems, and could significantly affect short-term results of the City. The incumbent generally receives general direction, working from broad goals and policies only. The individual may participate heavily in setting his/her own work objectives.

SUPERVISION EXERCISED:

Direct Supervision:
Involves scheduling, supervision and evaluation of work as an Assistant Director or the equivalent. This position is typically over the Managers and reports to the Deputy Director and has a very significant level of input concerning personnel actions such as hiring, terminations and pay changes.

Indirect Supervision:
Involves supervision and evaluation of work as an Assistant Director or the equivalent.

CONTACTS:

Internal Contacts:
Level of internal contact is primarily with Managers and Assistant Directors. Interaction requires substantial sensitivity and cooperation; e.g., basic project interaction.

External Contacts:
Level of external contact is primarily with citizens, visitors and/or mid-level representatives of government agencies, guests, vendors and professional contacts with allied organizations. Interaction requires substantial sensitivity and cooperation; e.g., lower-level problem resolution, providing information to citizens who from time to time may be irate.

PHYSICAL EFFORT:
The position is physically comfortable; the individual has discretion about walking, standing, etc.

WORK ENVIRONMENT:
There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

PHYSICAL SKILL:
Requires the ability to make coordinated gross motor movements in response to changing external stimuli within moderately demanding tolerances; or the ability to make coordinated eye/hand movements on a patterned response space within low tolerance demands with no real speed requirements.

MISCELLANEOUS:
All duties and responsibilities may not be included in the above job descriptions.

JOB FAMILY:
Programmer
Programmer Analyst I
Programmer Analyst II
Programmer Analyst III
Programmer Analyst IV
Systems Consultant
IRM Manager
Information Systems Administrator (Executive Level)

Effective: October 1990
Revised: February 1992