



# CITY OF HOUSTON

## JOB DESCRIPTION

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Job Code: 466.2

Job Title: **IRM MANAGER**

Pay Grade: 29

### **GENERAL SUMMARY:**

Coordinates and manages the resources required to develop, implement, and maintain systems, computer operations and/or activities at a computer site.

### **RESPONSIBILITIES:**

- Manages a major programming staff during all phases of an information system, e.g. design, acquisition, installation and maintenance.
- Directs the coordination and implementation of computer systems.
- Directs project initiation, feasibility and design.
- Serves as technical advisor to management.
- Presents oral and written reports to provide updates on project status.
- Reviews and evaluates security resources to conform with standards.
- Monitors system performance and directs corrective action.
- Determines future hardware and software requirements including user liaison, preparation of specifications and contract negotiations.

### **SPECIFICATIONS:**

#### **KNOWLEDGE:**

Requires a Bachelor's degree in Computer Science or a closely related field.

#### **EXPERIENCE:**

Six years of experience in programming, systems analysis and design or a closely related field are required. Directly related 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.

#### **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.

## **SPECIFICATIONS: (continued)**

### **SUPERVISION EXERCISED:**

#### **Direct Supervision:**

Involves scheduling, supervision and evaluation of work as a Manager or the equivalent over the Assistant Managers or first-line supervisors. This position has significant levels of input as it pertains to personnel actions such as hirings, terminations and pay changes.

#### **Indirect Supervision:**

Involves supervision and evaluation of work as a Manager 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 no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

### **PHYSICAL SKILL:**

Requires the ability to make simple gross motor responses within large tolerances.

### **MISCELLANEOUS:**

All duties and responsibilities may not be included in the above job description.

### **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: March 1992*