SYSTEMS DEVELOPMENT MANAGER
GRADE N

SUMMARY OR WORK:

Responsible for supervising and coordinating the activities of the data processing analyst and computer programming staffs in a comprehensive data processing installation. Supervises, coordinates, and directs all research and user advisory activities relating to the analysis, evaluation, revision, development, and installation of new and improved information processing systems. Provides expert technical assistance to subordinate data processing and user agency personnel and coordinates the development and implementation of appropriate in-service training programs. Work is performed under broad policy guidance and direction of a Data Processing Administrator.

EXAMPLES OF WORK:

- Plans, assigns, supervises, and coordinates all activities of a large technical and professional staff engaged in systems analysis and computer programming within a comprehensive data processing installation.
- Directs studies of user agency operations to determine the feasibility of using new or revised automated information processing systems; directs the development of systems logic diagrams and charts outlining the specific applications and decisions necessary to facilitate effective conversions.
- Coordinates major systems analysis and development projects through direct involvement in project planning, determination of manpower requirements, staff and project scheduling and project cost estimation.
- Consults with and advises users and prospective users concerning data processing systems; assists subordinate staff in evaluating user agency information and problem solving needs to facilitate development of effective and efficient information processing systems.
- Directs systems research and functions as high level advisor to agency administrative and operating personnel in the area of systems maintenance; develops and maintains organizational, procedural, and work flow plans for optimum system operation.
- Coordinates technical training programs and subject matter seminars on selected areas of data processing.
- Performs other related duties as required or assigned.

MINIMUM TRAINING AND EXPERIENCE:

Requires knowledge, skill, and mental development equivalent to a bachelor's degree in computer science or directly related field and five years of progressively responsible work experience as a data processing analyst.

DESIRABLE KNOWLEDGE, SKILL, AND ABILITY:

Thorough knowledge of data processing and information systems theory, techniques, applications, and applicable programming and job control languages.   Thorough knowledge of systems analysis, design, development, testing, and maintenance practices.   Thorough knowledge of the methods, procedures and techniques of conducting feasibility studies for converting or modifying existing information systems. Working knowledge of supervisory and administrative practices.   Ability to effectively coordinate and control personnel and technical resources to best meet the needs of multiple uses of data processing services.

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Rev: 1/00 – Word processing conversion
Rev: 7/12 – Conversion to Hay System