



DHS BUSINESS INFORMATION SYSTEMS ADMINISTRATOR
GRADE N

SCOPE OF WORK:

Work involves providing leadership for planning, development, implementation, and operations of large scale information technology solutions to address the Department's business needs.

DUTIES PERFORMED:

- Direct the design, development, implementation, and maintenance services for assigned systems including intra and inter agency system interfaces, software, hardware, imaging, and security.
- Oversee and manage day-to-day operations for assigned areas of responsibility; evaluate and implement improvements to ensure efficiency, effectiveness, and compliance with strategic plans, goals, and objectives.
- Coordinate and collaborate with agency staff to identify, analyze, and recommend solutions to maximize opportunities, business efficiencies, service delivery quality, and customer satisfaction.
- Supervise and manage various technology staff and vendor partners; recruit and hire; identify skills; prioritize and assign tasks, including assignment to program and policy staff involved with a project, who are not direct reports; resolve conflicts and issues; provide coaching, guidance, training, feedback, and discipline; conduct staff meetings.
- Prepare technology budget for assigned areas; monitor and analyze expenditures, complete cashflow, and communicate budget information to division and agency management; participate in biennial Division budget proposal to DHS executive management by preparing and providing recommendations.
- Participate in the development and implementation of the information technology strategic and operational plans; define annual strategic goals and objectives for assigned areas; identify metrics to measure and monitor goals; report results to division and agency management.
- Manage a variety of information technology activities across multiple functional areas to ensure client deliverables remain on schedule.
- Develop and maintain effective stakeholder relationships; communicate with diverse local, state, and federal stakeholders to resolve issues across business, technical, contractual, financial, and other areas.
- Provide strategic IT consultation to programmatic leaders related to strategies and solutions for technology integration and business process improvement necessary to support Department and Division policy and achieve business goals, initiatives, and federal and state requirements.

- Complete state and federal reporting requirements; prepare, maintain, and update Advance Planning Documents to secure federal funding working with the Centers for Medicaid and Medicare.

NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree in an information technology field and five years of work experience in the design, development, implementation, or maintenance of a large or complex information technology system that included management of staff and a budget; **OR** a bachelor's degree in another field and seven years of work experience as described. Additional qualifications may be required at the time of recruitment depending on the position to be filled.

Eff. Date: 4/14