



**NORTH DAKOTA
CLASS DESCRIPTION**

ND Human Resource Management Services
Phone: (701) 328-3290

Class Code(s): 0177

DIRECTOR OF INFORMATION MANAGEMENT DIVISION - DHS

GRADE Q

SCOPE OF WORK:

The individual in this position provides leadership and direction for the technology and information management needs for the Department of Human Services including the Central Office, satellite offices, regional human service centers, the State Hospital, Developmental Center and the county social service boards. This position reports directly to the agency Executive Director.

DUTIES PERFORMED:

- Develop and communicate plans, goals, objectives, and results to be accomplished with division staff, partners, and stakeholders; monitor all technology activities and ensure that results are achieved.
- Develop, coordinate, communicate, implement, monitor, and update the strategic and tactical plans; ensure plans are aligned with and support the business plans of the agency.
- Direct and coordinate all division functions.
- Manage all facets of technology for the agency including telecommunications, system development and support, procurement, security, and network and data management.
- Plan, develop, administer, and monitor the division budget.
- Communicate with legislature on a variety of agency technology issues; prepare and provide testimony or responses to legislative committees or inquiries to gain legislative support for agency information technology projects.
- Manage staff including recruitment, retention, development, mentoring, and evaluating.
- Plan, direct, and coordinate activities with the Information Technology Department.
- Set technology standards for the agency.

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

MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in computer science or computer information systems and five years of increasingly complex computer and network experience in a comprehensive computer-based information system. The experience must have included at least two years of managing staff.

Alternate: A bachelor's degree with a major in another field and seven years of increasingly complex computer and network experience in a comprehensive computer-based information system. The experience must have included at least two years of managing staff.

Eff. Date: 7/00

Rev: 7/12 – Conversion to Hay System