



**NORTH DAKOTA
CLASS DESCRIPTION**

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

Class Code(s): 0926

DIRECTOR, INFORMATION TECHNOLOGY DIVISION (DOT)

GRADE Q

SCOPE OF WORK:

Work activities are associated with managing the Information Technology Division within the Department of Transportation. The Division includes administrative support areas such as multi-media services; photo, printing, and mail operations; telecommunications services; records management; information systems consulting services; and other general business services.

DUTIES PERFORMED:

- Plan, organize, and direct the activities of administrative support areas.
- Develop and implement policies and procedures.
- Develop and implement the Division's strategic business and information technology plans; evaluate Division activities to ensure efficiency, effectiveness, and compliance with plans.
- Serve as the Department's information technology coordinator to the Information Technology Department.
- Develop, administer, and monitor budgets for assigned areas of responsibility.
- Work with the information technology steering committee to evaluate needs of the Department and establish plans for human and materiel resources and out-sourcing opportunities.
- Facilitate coordination with other divisions to identify opportunities, business efficiencies, training needs, and service delivery quality issues and ensure effective utilization of resources and customer satisfaction.
- Assist divisions with preparation of budgets for administrative support needs.
- Plan for and assist in the training and development of Division personnel and users.
- Assign, monitor, and evaluate the work activities of individuals responsible for sections within the Division.

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| <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> |
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MINIMUM QUALIFICATIONS:

Requires a bachelor's degree with a major in business or public administration and five years of administrative work experience, three years of which must have included responsibility for management of professional-level staff. Or a bachelor's degree with a major in computer science and five years of professional-level work experience, three years of which included responsibility for administrative or business-related operations and management of professional-level staff.

Eff. Date: 8/85

Rev: 7/92 – Rewritten; changed title, grade and duties

Rev: 10/96 – Rewritten to proper format

Rev: 3/98 – Updated class, revised minimum qualifications, reviewed grade

Rev. 5/01 – Reviewed grade

Rev: 7/12 – Conversion to Hay System