



## INFORMATION TECHNOLOGY MANAGER

### NATURE OF WORK

This is professional and supervisory work planning and managing the work of a small technical unit. Work includes supervising the work of technical and professional personnel and/or contract vendors. Work also involves providing technical recommendations to senior management. Work is performed with considerable independence under the direction of the Information Technology Branch Manager.

### EXAMPLES OF WORK

*(This list is not absolute or restrictive, but indicates approximate duties and responsibilities which may be redefined pursuant to operational needs.)*

- Supervises section staff by providing direction, setting priorities, assisting with problem resolution, reviewing and evaluating work, counseling staff, and conducting performance reviews.
- Develops section work plans and assigns projects, tasks, resources, deadlines and priorities to staff; monitors work progress, adjusts schedules and updates status of work on a regular basis.
- Functions as Contracting Officer's technical representative; participates in vendor negotiations; monitors contractors' performance; reviews contractor invoices and certifies acceptance.
- Confers with other sections, divisions, departments, and vendors to gather and disseminate information; represents the SAA organization in discussions of projects; participates in organizational decision making on technical projects and priorities.
- Develops and implements policies, standards and procedures.
- Coordinates new product transition, deployment and support; leads task forces.

### PHYSICAL DEMANDS AND WORKING ENVIRONMENT

Work requires extended periods of confined sitting and hand-eye coordination working with computers.

### MINIMUM QUALIFICATIONS

Work requires a Bachelor's Degree in computer science, telecommunications, or a related technical field, and eight to ten years of experience in systems support, systems development or applications development, with at least two years of work in a lead or project manager capacity; or any equivalent combination of education and experience that provides the following knowledge, abilities and skills:

- Knowledge of current and emerging technologies and principles of information technology management.
- Knowledge of capabilities and requirements of various computer platforms in centralized, distributed, client server and stand alone operating environments.



- Ability to set goals, plan, and monitor project or contract budgets.
- Ability to plan, supervise, assign and review the work of professional and technical staff.

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**LICENSES, CERTIFICATION AND OTHER REQUIREMENTS**

None.