



## SENIOR INFORMATION TECHNOLOGY MANAGER

### NATURE OF WORK

This is senior level professional and managerial work planning and managing the work of a large technical unit. Work includes supervising the work of technical and professional personnel and/or contract vendors. Work also involves project management, formulating and monitoring the section budget, providing forecasts, cost/benefit analyses, and 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, including incumbents at the level of Principal Information Technology and/or Software Specialist, 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 project schedules and updates status of work on a regular basis.
- Develops strategic plans and technology/operational forecasts; provides project direction, coordination, and resource allocation; develops project schedules and tracks expenditures; reviews final products; coordinates project acceptances with customers.
- Functions as Contracting Officer's technical representative; participates in vendor negotiations; monitors contractors' performance; reviews contractor invoices and certifies acceptance.
- Develops and monitors section budget.
- 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.
- 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 a large professional and technical staff.

### LICENSES, CERTIFICATION AND OTHER REQUIREMENTS

None.