

**CLASS SPECIFICATION**

2/26/82

DIRECTOR OF SYSTEMS, 9375

Summary of Duties: Plans, directs, and reviews the work of a group of professional personnel performing information systems analysis; reviews and coordinates the development and implementation of the Integrated Systems Plan either through direct administration of the City-wide policies set forth by the Information Systems Policy Board or through management of its application to an operating department's information systems needs; reviews and monitors the development of both existing and future information systems, and of data processing applications to operational systems; and does related work.

Distinguishing Features: A Director of Systems is responsible for the administration and coordination of the Integrated Systems Plan or for its application to automated information systems development within a major operating department. An employee of this class is distinguished from a Senior Systems Specialist in that the latter personally performs systems analysis, design, and implementation tasks, while the former is at least a second-level supervisor of systems analysis personnel who is responsible for the decision-making and long range planning processes. As a management employee, a Director of Systems receives assignments stated in terms of broad objectives and work is reviewed in terms of results obtained.

Example of Duties:

- Directs a staff involved in the study of information systems including subordinate supervisory and super-journey level workers who perform highly technical and/or critical systems analyses;
- Directs the preparation of a variety of reports such as cost benefit, effectiveness, and feasibility studies including analysis of the intended scope of a system and estimates of supply, personnel, time and equipment requirements;
- Reviews development of Requests For Proposals, analyses bids, and monitors contract and vendor performance;
- Confers with department managers and other City officials to define and achieve concurrence on information needs, priorities, methods of providing such information, data sources, manual procedures related to the provision of input data, responsibility for security of data, and contents of output reports;
- Develops policies and procedures to be used by subordinates to evaluate information systems and analyzes the effectiveness and efficiency of such policies and procedures;
- Coordinates the development of the Integrated Systems Plan;
- Recommends systems policies and procedures to management and to the Information Systems Policy Board;
- Makes presentations to or serves as representative, advocate or member of a variety of committees, boards, and task forces involving the Integrated Systems Plan or individual

information systems;

- Maintains an awareness of changing data processing software and hardware technology to determine its impact on existing or proposed information systems;
- May occasionally be assigned to other duties for training purposes or to meet technological changes or emergencies.

Qualifications

Knowledge of:

A good knowledge of:

- Principals and practices of administration and management as applied to systems development;
- Integrated Systems Plan;
- Theory and principles of systems integration;
- Theory and principles used in the design of management information systems;
- Management analysis including methods used to obtain and analyze critical information upon which management decisions are based;
- Methods used to conduct cost effectiveness and feasibility studies including the reduction of time, personnel, and equipment needs into cost figures;
- Computer operations and capacity;
- New developments in data processing software and hardware;
- 303x and 3081 or comparable computer systems;
- Safety principles and practices.

A working knowledge of:

- Laws and regulations related to equal employment opportunity and affirmative action;
- City personnel rules, policies and procedures;
- Memoranda of understanding as they apply to subordinate personnel.

Ability to:

- Analyze and interpret technical data processing terminology and translate such information when addressing non-systems oriented personnel;
- Review and coordinate the preparation of concise technical and administrative reports;
- Make effective presentations before City management;
- Deal tactfully with others;
- Supervise or lead a group of technical and non-technical employees engaged in investigating, assembling, and analyzing systems and related data;
- Exercise sound technical and independent judgment;
- Forecast the impact of new technological changes on management information systems and on the Integrated Systems Plan;
- Exercise initiative in proposing new policies, procedures, and standards;
- Direct long-range planning and data base development activities.

Requirements: Two years experience in a position at least at the level of Senior Systems Specialist, which provides experience in supervising personnel engaged in systems analysis, design, development, and installation of multi-purpose computer-based information systems for a medium to large scale information processing installation, or performing long-range systems planning, analysis of major systems of high priority to the organization, and presenting recommendations to top management relative to the feasibility and merit of proposed systems for an organization which has a variety of multi-purpose computer-based information systems operating on medium to large scale computer equipment.

Appointment to a position in this class is subject to a one year probationary period as provided by Section 109 of the City Charter.

License: A valid California driver's license may be required.

Physical Requirements: Strength to perform average lifting of less than 5 pounds and occasionally over 15 pounds; good speaking and hearing ability; and good eyesight.

Persons with disabilities may be able to perform the essential duties of this class with reasonable accommodation. Reasonable accommodation will be evaluated on an individual basis and depend, in part, on the specific requirements for the job, the limitations related to the disability, and the ability of the hiring department to reasonably accommodate the limitations.

As provided in Civil Service Commission Rule 2.5 and Section 4.55 of the Administrative Code, this specification is descriptive, explanatory and not restrictive. It is not intended to declare what all of the duties, responsibilities, and required qualifications of any position shall be.