Iowa Department of Administrative Services ▼
Human Resources Enterprise

INFORMATION TECHNOLOGY ADMINISTRATOR 4

DEFINITION

Directs, supervises and coordinates a major segment of a statewide information technology system that impacts other information technology operations; performs related work as required.

The Work Examples and Competencies listed are for illustrative purposes only and not intended to be the primary basis for position classification decisions.

WORK EXAMPLES

Supervises and evaluates the work of a subordinate staff; effectively recommends personnel actions related to selection, disciplinary procedures, performance, leaves of absence, grievances, work schedules and assignments, and administers personnel and related policies and procedures.

Coordinates and directs comprehensive studies and analysis of the various functions and operations of departments utilizing central information technology services by reviewing and approving proposed applications, developing priorities, and evaluating their impact on hardware and software in order to determine the feasibility of converting existing methods and procedures to information technology.

Directs the development and preparation of the information technology department budget by reviewing current and proposed personnel requirements, projects, and priorities submitted by subordinate administrators for approval.

Evaluates and approves contracts for information technology processing equipment rental or purchase by analyzing current and proposed projects and hardware needs of those projects; evaluates systems and proposals made by vendors to other data processing units.

Develops long-range plans and establishes schedules and priorities for the acquisition and installation of automation equipment and for the transition from existing to new information technology procedures.

Reviews and makes recommendations on State Information Technology Systems by examining and evaluating computer applications and data transmission.

Develops and administers data processing policies and procedures in the department and reviews and approves work methods developed and recommended by subordinate administrators in order to direct and control unit activities.

Analyzes program achievements by evaluating activities to assure efficient operations, compliance with objectives, policies, and procedures, and to implement changes where needed.

Controls the work of the department's individual information technology units by developing, implementing and coordinating a program of action and objectives to maintain balanced assignments and to effectively utilize staff.

COMPETENCIES REQUIRED

Knowledge of current information technology theories and practices.

Knowledge of management principles and supervisory techniques.

Knowledge of computer capabilities and limitations.

Knowledge of information technology applications.

Knowledge of hardware configurations applicable to multi-programming computer systems.

Knowledge of computer software.

Knowledge of computer programming languages.

Knowledge of budgetary practices.

Knowledge of the methods and techniques involved in the completion of information technology system planning including security administration, operational capacity planning and the cost benefit analysis of alternative technologies.

Ability to plan, organize, control and effectively supervise the work of a subordinate staff.

Ability to exercise tact and initiative in establishing and maintaining rapport with other agency administrators and users to exchange information, discuss priorities, answer inquiries, and enlist support for expansion, sophistication, and acceptance of Information Technology in the agency.

Ability to coordinate line and staff information technology functions.

Ability to use initiative and judgment in order to effectively work in a team environment.

Ability to maintain self-control when confronted with emergency, critical or unusual situations.

Ability to adapt to frequent changes in the work environment so an adequate workflow can be maintained.

Displays high standards of ethical conduct. Exhibits honesty and integrity. Refrains from theft-related, dishonest or unethical behavior.

Works and communicates with internal and external clients and customers to meet their needs in a polite, courteous, and cooperative manner. Committed to quality service.

Displays a high level of initiative, effort and commitment towards completing assignments efficiently. Works with minimal supervision. Demonstrates responsible behavior and attention to detail.

Responds appropriately to supervision. Follows policy and cooperates with supervisors.

Aligns behavior with the needs, priorities and goals of the organization.

Encourages and facilitates cooperation, pride, trust, and group identity. Fosters commitment and team spirit.

Expresses information to individuals or groups effectively, taking into account the audience and nature of the information. Listens to others and responds appropriately.

EDUCATION, EXPERIENCE, AND SPECIAL REQUIREMENTS

Graduation from an accredited four-year college or university and experience equal to eight years of full-time professional work in information technology systems management which included four years of management experience in the area of application design and development or four years in managing profession staff engaged in the installation and operation of mainframe equipment;

OR

an equivalent combination of education and experience substituting the equivalent of six months full time work experience in developing computer applications, maintaining computer software systems or computer operations for one year of the required education to a maximum substitution of two years;

OR

substitution of one year (thirty semester of equivalent hours) of graduate level course work in Computer Science or Management Information Systems for one year of the required experience to a maximum substitution of one year;

OR

employees with current continuous experience in the state executive branch that includes experience equal to one year of full time work as an Information Technology Administrator 3;

OR

employees with current continuous experience in the state executive branch that includes experience equal to eighteen months of full time work as an Information Technology Administrator 2.

Effective Date: 04/06 DF