

IOWA DEPARTMENT OF ADMINISTRATIVE SERVICES ▼
HUMAN RESOURCES ENTERPRISE

INFORMATION TECHNOLOGY SUPERVISOR 1

DEFINITION

Supervises and coordinates the activities of a data preparation and/or data control unit of a departmental information technology installation; 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, data preparation and/or data control activities by developing and maintaining work schedules and maintaining contact with other information technology personnel in the department to ensure the proper flow of documents, forms and related material.

Oversees the utilization of information technology processing equipment by initiating and maintaining usage controls and implementing methods or procedures for improvement in equipment operation.

Maintains an inventory of supplies and materials by keeping updated records of quantities and usage to determine what must be ordered and when.

COMPETENCIES REQUIRED

Knowledge of data preparation and/or control functions (e.g., magnetic tape/disk library, input/output preparation, remote peripheral processing, microfiche preparation, etc.).

Knowledge of data processing equipment used in data preparation and/or data control (e.g., data entry machines, terminals, microfiche, tabulating equipment, etc.).

Knowledge of supervisory principles and techniques.

Ability to acquire a knowledge of information technology processing functions applicable to the employing agency.

Ability to coordinate the activities of a unit to ensure the proper flow of work.

Ability to train, instruct, and advise subordinate employees in various phases of work.

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 work flow 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

Experience equal to four years of full time information technology processing in data preparation and/or data control functions;

OR

successful completion of a two year computer science program at an accredited area college;

OR

current employees in the state executive branch may qualify with one year less of the required experience.

Effective Date: 04/06 DF