

## **Information Technology Administrator Series**

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### **Classes in the Series**

<u>Class Code</u>	<u>Class Title</u>
00126	Information Technology Administrator 1
00127	Information Technology Administrator 2
00128	Information Technology Administrator 3
00129	Information Technology Administrator 4

### **Series Concept**

Classes in this series are involved in the planning, oversight and administration of Information Technology services in the State of Iowa. All positions perform the full range of supervisory duties requiring management, supervision and technical information technology skills.

### **Exclusions**

Supervisory positions not primarily involved in information technology. Non-supervisory information technology positions, i.e., Information Technology Support Workers and Information Technology Specialists. Supervisory information technology positions closely involved in the hands on technical operations, i.e., Information Technology Supervisors.

### **Class Distinctions**

#### **Information Technology Administrator 1**

Positions at this level manage a section or unit of a state agency with a limited variety of information technology applications or they manage the operations and applications for a personal computer based network system in an institution. Employees supervise Information Technology Specialists and may also supervise Information Technology Support Workers. No Information Technology Supervisor positions report directly to positions classified at this level. The work performed is primarily technical and has limited impact on services to external customers. Positions at this level generally report to a higher level Information Technology Administrator or other administrative level position.

#### **Information Technology Administrator 2**

Positions at this level will manage a variety of functions with a limited impact on a substantial client base. The automation technology provides direct impact on key components of a department's mission. Positions are responsible for both technical and administrative oversight of the work and recommendations of others. Generally, incumbents report to a Division Administrator or comparable Information Technology Administrator. At least one subordinate Information Technology Supervisor position or Information Technology Specialist 4 or 5 position will be supervised.

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### **Information Technology Administrator 3**

These positions will manage a variety of functions with a major impact on a substantial client base. Automation technology provides direct impact on several key components of the employing departments' mission. Incumbents are subject to an administrative feasibility review (not technical) by an intermediate supervisor prior to submission to top-level administration. Generally, incumbents report to a Division Administrator or higher-level position. Several subordinate Information Technology Supervisor positions or Information Technology Specialist 5's are supervised.

### **Information Technology Administrator 4**

These positions manage a major segment of statewide operations that impact Information Technology operations in other state departments. Automation technology impacts the entire departmental mission and/or major components of the enterprise (state) mission. Positions are responsible for the development, marketing and implementation of long term enterprise or agency wide plans. New approaches and resources are only subject to an administrative feasibility review by top management.

*Effective date: 10/08 JG*