

# Missouri Department of Transportation

Code: R04600

Title: Lead Information Systems Technologist

Exemption Status: Exempt

Grade: 17

---

## Job Description

**Effective Date** 01-16-2008

**Replaces  
(Effective Date)** 03-01-2007

**General Summary** The lead information systems technologist performs varied and highly complex technical activities with regard to the automated business needs of department employees. Responsibilities are performed under general supervision.

**Minimum/Required  
Qualifications** Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field  
Six years of increasingly responsible professional experience in positions relating to information technology.

**Supervisory  
Responsibilities** Lead Worker Only

**Location** Central Office - Information Systems

**Special Working  
Conditions/Job  
Characteristics** Job requires occasional, statewide, overnight travel.

---

## Examples of Work

- (1) Analyzes and evaluates new vendor software/hardware systems/product and develops, writes, tests, and documents new applications, software/hardware, databases, and programs.
- (2) Coordinates development of cost estimates, proposals, budgets, plans and status reports for projects or work efforts.
- (3) Serves as technical expert to internal partners and external customers related to systems and applications, and provides training and support after implementation.
- (4) Assists end users with software/hardware programs/systems problems as reported by customers/partners including troubleshooting, diagnosing, answering questions, providing solutions, and documenting problems and resolutions.
- (5) Serves as team leader as required, assists with development of work schedules, assigns tasks, and oversees work of contractors, consultants, and various employees as needed.
- (6) Writes and maintains programs and/or queries to support existing and new software/hardware systems.
- (7) Coordinates with developers, system administrators, operations personnel, and business analysts regarding software/hardware changes, upgrades, and training of software/hardware changes/upgrades.

- (8) Coordinates, analyzes, designs, develops, generates, tests, implements, and distributes code and installation instructions; modifies and implements new or revised versions of client and server systems.
- (9) Coordinates or prepares system documentation which includes user manuals, operations, problem diagnosis and resolution, testing, partner/customer accountability plans and business procedures.
- (10) Conducts information technology research.
- (11) Performs lead worker responsibilities, which may include providing general instruction, assigning and reviewing work, coaching and training, providing guidance and instruction in the proper and most efficient methods of accomplishing tasks, and providing input to the direct supervisor on staffing decisions and performance management.
- (12) Performs other responsibilities as required or assigned.

**The Missouri Department of Transportation promotes an equal opportunity workplace that includes reasonable accommodation of otherwise disabled applicants and employees. Please see your manager should you have any questions about this policy or these job duties.**