

Missouri Department of Transportation

Code: R04613

Title: Assistant Information Systems Director

Exemption Status: Exempt

Grade: 21

Job Description

Effective Date 04-01-2018

**Replaces
(Effective Date)** 06-08-2011

General Summary The assistant information systems director is responsible for the effective operation of Information Systems, assists in setting the direction for the division, and acts as director in the director's absence. Responsibilities are performed under general supervision.

**Minimum/Required
Qualifications** Bachelor's Degree: Business Administration, Computer Science, or related field
Over nine years of experience in information systems or other administrative offices.

**Supervisory
Responsibilities** Full Supervision

Location Central Office - Information Systems

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

Examples of Work

- (1) Manages the work of teams to deliver information technology products, services, and support to internal customers to enable them to better deliver the tangible results of the department.
- (2) Coordinates and tracks the division's operating budget; ensures resources are applied efficiently and effectively; assists in prioritizing projects and activities; selects, gathers and tracks the measurements of the division's tangible results.
- (3) Supervises the operations and maintenance activities of the division to ensure the efficient and effective ongoing delivery of application, computing, and network services to the department's customers.
- (4) Assists in the development and implementation of the Information Technology Improvement Program (ITIP).
- (5) Assists in the development and implementation of the strategic, business, and work plans of the division.
- (6) Represents the division at meetings and disseminates organizational information both internally and externally.
- (7) Advises the division director on the direction of the division with regard to technology, architecture, security, and standards.
- (8) Assists in the development and administration of policies and procedures for the division.

- (9) Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action Program.
- (10) 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.