Missouri Department of Transportation

Code: R04458  Title: District Information Systems Manager
Exemption Status: Exempt  Grade: 17

Job Description

Effective Date  04-01-2006

Replaces (Effective Date)  01-01-2005

General Summary

The district information systems manager coordinates and provides computer system support to the district relative to software, hardware, and operating systems. 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 experience in computer technical development or program management.

Supervisory Responsibilities

Full Supervision

Location

District Offices - Information Systems

Special Working Conditions/Job Characteristics

Job requires occasional, statewide, overnight travel.

Examples of Work

1. Oversees daily network needs of backups, installations, virus detection, file maintenance, and server administration; ensures network and telecommunication systems are operational; diagnoses and schedules necessary repairs on system equipment.

2. Maintains an operating log of activities performed, problems encountered and resolved; updates procedures as needed.

3. Coordinates and schedules computer training with computer staff for district users.

4. Prepares and administers the automation budget for the computer work group.

5. Serves as a liaison by coordinating and planning with district management team, Central Office Information Systems personnel, work groups, and other agencies to recommend alternative solutions for current or future automation needs.

6. May provide technical support for intelligent transportation system.

7. Supervises and manages inventory control of district automation encompassing hardware, software, telecommunication, and security cards.

8. Performs supervisory responsibilities in a manner consistent with the department's Affirmative Action
Program.

(9) 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.