THE CITY UNIVERSITY OF NEW YORK
Classified Civil Service Position Description

Title   Computer Systems Manager

Title Code   04973   Annual
                04973 (H)   Hourly

FLSA Status   Exempt

Date Issued   R August 30, 2013

General Duties and Responsibilities

This is a management class of positions consisting of assignments at different levels of responsibility. Employees in this class of positions are responsible for managing and directing and information technology area in a College or the University; or managing and directing all aspects of an Information System technology area within the University or a College. The following are typical assignments within this class of positions.

General Work Tasks

Under General Direction:

Supervises and oversees a full range of information systems analysis functions utilizing general knowledge of and involvement with programming languages, operating systems, data base management systems, data communications systems, software and software systems analysis; may instruct, direct and monitor the work of information technology professionals and technical personnel, or coordinate or direct a complex information technology task force.

Under Administrative Direction:

Plans, organizes and controls the activities of an information systems analysis section; or plans, organizes and controls the activities of a professional and technical staff engaged in the establishment and implementation of new or revised information systems; or coordinates a major University or College information technology project. Is responsible for setting standards for all data requirements for application systems; provides recommendations on the data base processing implication of new systems; provides state –of-the –art expertise in data base management technology; assures adherence to standards ; represents Information Technology Administration objectives, interests and concerns to various levels within the Information Technology facility and to user personnel; plans and oversees the installation and maintenance of applications systems; provides expertise and support to the applications programming group; makes hardware and software acquisition recommendations; support all operating and systems software required by an information technology operation; provides recommendations on the software available for the development of new application systems. Provides state-of-the-art expertise on information technology products.

Under Executive Direction:

Manages, plans, organizes and controls the overall activities of a small to medium size information systems technology activity; or in and area having significant information technology activity may serve as principal assistant to a higher level information systems technology manager; assumes the duties of a higher level information system manager in his absence.

<u>Under Executive Direction As the Highest Level Computer Systems Manager:</u>

Administers, manages, plans, organizes, and controls a large, complex information systems technology activity; sets policies and procedures; directs subordinates responsible for computer systems analysis, programming and computer operation; and maintains responsibility for all major personnel, administrative and information systems technology problems.

Qualification Requirements

1. Six (6) years of progressively responsible full-time paid information systems technology experience, at least 18 months of which shall have been in an administrative or managerial capacity in the areas of computer applications programming, systems programming, information systems development, data telecommunications, data base administration or a closely related area.

2. Education at an accredited college or university may be substituted for the general information systems technology experience at the rate of one year of college for 6 months of experience up to a maximum of 4 years of college for 2 years of experience. In addition a Master's in computer science or a closely related field from an accredited college may be substituted for an additional year of the general information systems technology experience. However, all candidates must possess the 18 months of administrative or managerial experience described above.

<u>NOTE:</u>

Direct Lines of Promotion

FROM: None   TO: None