SYSTEMS STANDARDS MANAGER

DEFINITION

Plans, develops, and administers systems standards activities involving systems development, documentation, quality assurance, project control and accounting, and training for computer applications systems.

TYPICAL DUTIES

Confers with Information Technology Division personnel and other District and non-District personnel and develops standards for a variety of data processing activities.

Develops and implements standardization programs and policies.

Establishes long- and short-range plans and goals for systems standardization projects, establishes checkpoints, and monitors the progress of projects for timely completion.

Evaluates information processing systems based upon such factors as systems development methods, adequacy of documentation, and quality assurance, and approves the factors prior to placement of information processing systems in production status.

Reviews suggestions about operational requirements and new data processing applications and makes recommendations about the feasibility of developing new data systems and the conversion of existing data systems.

Consults with representatives of equipment manufacturers, research companies, and other organizations involved in data processing about existing and anticipated requirements in equipment, software, and methods.

Applies new developments in computer technology to systems designs.

Evaluates and applies new concepts to management of systems standards.

Supervises the maintenance and control of computer production, technical, and documentation libraries.

Participates in studies related to organization, staffing, budget, equipment, and materials.

Supervises and participates in the training of systems and programming personnel relative to documentation standards and supervises the self-study training programs for operators and programmers.

Supervises the maintenance of District computer programs in the production libraries.

Represents the Division at meetings as assigned.

Performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

The Systems Standards Manager supervises and participates in the planning, development, and implementation of systems standards, documentation, and related training activities.

A Systems and Programming Director supervises and coordinates the analysis, design, programming, and maintenance of information systems for a wide variety of applications to District administrative, business, and school operations.

The Computer Applications Specialist formulates information system concepts based on departmental needs by recommending long-range developmental plans, preparing technical specifications, analyzing hardware and software requirements, supervising software development, and assisting users in the implementation of the system.

SUPERVISION

General direction is received from the Director, Information Technology Division, and the Deputy Director of Information Services.   General supervision is exercised over several systems and programming positions, and clerical positions.   Technical direction is exercised over the development and implementation of systems standards.

CLASS QUALIFICATIONS

Knowledge of:

Systems development and documentation standards
Data systems analysis and design
Business and educational data processing applications
Principles and practices of programming, diagraming, and flow charting
Design and use of various computer input and output methods and media
Project control and accounting
Statistical analysis and operations research
Library and control routines
Functions and use of ~~EDP~~ hardware, software, and services
High-level programming languages
Technical writing principles
Principles of supervision, management, and administration

Ability to:

Analyze information needs, problems, and procedures
Express difficult concepts clearly and concisely in written and oral forms
Evaluate new data processing techniques
Identify and resolve problems
Train systems and programming personnel in systems standards

ENTRANCE QUALIFICATIONS

Education:

Graduation from a recognized college or university, preferably supplemented by courses in computer science, public administration, statistical analysis, and English or expository writing. Additional data processing experience may be substituted on a year-for-year basis for up to two years of the required education provided that graduation from high school or evidence of equivalent educational proficiency is met.

Experience:

Five years of experience in data systems analysis, design, and applications programming. The experience must have included systems development which included documentation, quality assurance, and project control. Two years of supervisory experience is required.

Special:

A valid California Driver License.
Use of an automobile.

SPECIAL NOTES

    1. Exempt from FLSA.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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