

CLASS TITLE: MANAGER, INFORMATION TECHNOLOGY ADMINISTRATION AND PLANNING

PURPOSE OF THE CLASSIFICATION: Under administrative direction is responsible for the direction, operation, support and administration of various activities in ITAP (Information Technology Administration and Planning) within IT (Information Technology) and performs other related assigned duties. This position reports to the Chief Technology Officer.

ESSENTIAL TASKS:

- Directs, plans, coordinates and develops policies, procedures and programs related to ITAP activities, including standards, short and long term strategic planning, project management, best practices and business continuity
- Directs and implements human and fiscal resources and programs critical to the function and support of the IT Department's Project Management, Policy and Procedure Development and Administration, Budget Planning and Administration, Enterprise Level IT Service Desk operations, audit compliance and IT Procurement and Inventory control services
- Develops and presents recommendations and information to executive management staff
- Supervises the preparation and administration of the annual capital and operating expense budgets for IT and prepares comprehensive IT budgetary and financial reports
- Responsible for all enterprise-wide IT administration and planning activities, including contract and project management, business continuity, IT planning and forecasting, ITAP policies and standards and ITAP operations and support
- Responsible for feasibility studies, time and cost estimates and the establishment and implementation of new and revised ITAP activities, systems and programs
- Reviews all IT administration and planning project requests and coordinates schedules and related departmental activity
- Works as a relationship manager with departments to form alliances on projects, operational decisions, scheduling requirements/conflicts and vendor contract clarification
- Resolves escalated customer and vendor issues of a complex scope that impact the division and overall department objectives
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from an accredited college or university with a bachelor's degree in business administration, computer sciences or accounting, including or supplemented by coursework in computer sciences and six (6) years of progressively responsible experience in IT systems management, including proven supervisory experience in a technical environment; or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 128.

Knowledge, Abilities and Skills: Comprehensive knowledge of state-of-the-art IT programming methods, networking, operating systems and software; comprehensive knowledge of IT equipment and their application in mainframe, mid, mini and microcomputer environments; considerable knowledge of the management skills of planning, leading, organizing and controlling in a technical environment; comprehensive knowledge of inventory control principles and techniques; comprehensive knowledge of the function and operation of a central warehouse; comprehensive knowledge of administrative and management reporting practices and record keeping techniques; and considerable knowledge of governmental funding sources and accounting practices. Ability to present ideas effectively, both verbally and in writing; ability to work tactfully and effectively with customers, management and employees, and the ability to utilize the highest level of interpersonal skill in order to understand, select, develop and motivate people at any level within or outside the organization.

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard, ten-key and telephone; frequent lifting, carrying, pushing and pulling up to five (5) pounds; occasional lifting, carrying, pushing and pulling up to 50 pounds; may be subject to walking,

Page 2 (continued from Manager, Information Technology Administration and Planning)

standing, sitting, reaching, balancing, bending, handling and twisting; and vision, speech and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Operator's License.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting; and requires some travel to various locations to review operations and attend meetings.

Class Code: 1143

EEO Code: E -01

Pay Code: IS-48

Group: Engineering, Planning, and Technical

Series: Communications Operations and Maintenance

Effective date: April 16, 2010