

MANAGER, ENTERPRISE SYSTEMS

Definition

Leads and supervises an operating systems software team required to plan, design, install, accept, and support software integration and distribution for network operating systems; manages enterprise domain name and mail services; and performs related duties as required or assigned.

Typical Tasks (illustrative only)

Plans, manages, and coordinates activities required for systems software programming; assesses unit requirements and results; assigns, supervises, monitors, and evaluates personnel assigned; serves as software administrator for enterprise operating system and servers; monitors enterprise system to insure proper functioning; drafts and recommends improvements, modifications, or new policies, programs, or systems to more effectively deliver customer services for users; evaluates system software efficiency, recommends changes in operations, equipment, and personnel utilization as required; reviews and provides input to performance evaluations of computer systems programmers I/II prepared by team leaders; writes reports, prepares contracts and specifications documents for vendor support; prepares initial estimates of cost and benefits of proposed projects and formulates system life cycle plans; and coordinates unit activities with division personnel as appropriate.

Supervision Received/Given

Receives general supervision from a coordinator. Supervises, evaluates, instructs, and assists lower-graded full-, part-time, and/or hourly employees, as assigned.

Education/Experience/Skills

Any combination of education and experience equivalent to a bachelor's degree in electronic engineering or information systems, plus six years of progressively more responsible experience in information system engineering or a related field, two of which shall have been in an oversight or supervisory capacity. Can demonstrate knowledge of software related to operating systems, routing, and web server and enterprise email applications; ability to assign priorities, allocate resources, and measure results; knowledge of theory and practice of the functional applications related to computer and networked systems; knowledge of principles and practices of engineering design as related to computer systems and networking technologies; knowledge of enterprise name and email applications; ability to lead, plan, and coordinate the work of professional software programmers; ability to write reports, specifications, contract documents and formulate life cycle projections; and ability to communicate effectively, both orally and in writing.



Revised: January 2004
Established: October 2002