

INFORMATION SERVICES SUPERVISOR

DEFINITION OF WORK

Under general supervision, leads a diverse staff of applications support, telecommunications, technician, administrative, and networking professionals. Represents the department when working with clients, vendors and consultants. Designs IS solutions involving a broad range of information technologies. Determines resource needs to meet work plan objectives, including staffing and budgetary requirements. Participates with the IS Management Team in providing leadership to the IS department.

EXAMPLES OF WORK

Consults with clients concerning information services, defines problems and proposes solutions. Identifies qualified vendors to meet clients' objectives. Leads meeting involving clients, vendors and IS staff. With IS staff input, designs IS solutions to meet client's objectives. Obtains cost estimates for IS projects. Writes bid specifications and evaluates bid responses, negotiates contracts and ensures contractual obligations are met. Leads IS project teams in implementing solutions, sets priorities, defines work plans, approves documents, and evaluates staff performance.

EMPLOYMENT STANDARDS

Education and Experience: Any combination of education and experience equivalent to graduation from an accredited college or university with a bachelor's degree in electrical engineering or related scientific area and five years professional level experience in the management of telecommunications services.

Knowledge, Skills, and Abilities: Detailed knowledge of related information technology area of responsibility. Strong communications skills and ability to manage others.