

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Deputy Director—Information Systems

GRADE: 12

REPORTS TO: Information Systems Director

POSITION SUMMARY: This is an at-will, non-partisan position. The incumbent is responsible for the daily operations of the Information Systems Department. The incumbent directs all the computer hardware and software functions necessary to ensure the accuracy of all computer systems used by employees of the Michigan House of Representatives.

The incumbent reports to the Director of Information Systems. This position also directs Information Systems employees, including Applications Developers, Network Analysts and User Support Specialists.

PRINCIPAL ACCOUNTABILITIES: The incumbent performs duties based on the requests of users but limited to the constraints of time, available hardware and software, and the operating systems capabilities. These duties are always done under the direction of the Director of Information Systems.

The incumbent coordinates the activities involved in this process as follows:

1. Communicate with users to best understand current problems.
2. Analyze and design plans that will best resolve current problems.
3. Assist the Director of Information Systems concerning long term planning and budget management.
4. Work with the Director of Information Systems to maintain job assignments.
5. Follow-up on all requests to insure job completion.
6. Insure that proper documentation guidelines are followed.
7. Insure completion of plans, providing any necessary instruction.
8. Provide Director of Information Systems with all necessary information of implemented or completed projects within the Network and User Support groups.
9. Review to insure all backup procedures are executed daily.
10. Project Main security administrator.

11. Maintain a calendar of department employees' staffing and requested time off.
13. Review and insure proper licensing requirements are met.
14. With the Director of Information Systems maintain the Information Systems policies and guidelines manual.
15. Maintain quarterly project and task management documentation for User Support and the Network groups.
16. The Director of Information Systems periodically assigns the incumbent special projects as necessary.
17. Acts as the Director of Information Systems in the Directors absence.
18. Other duties as assigned.

JOB QUALIFICATIONS: The problem solving and thinking challenges of this job are diverse. The incumbent must be able to use logic and sound fundamentals in applying the policies and procedures of the House of Representatives. The incumbent must be able to correctly appraise user needs and logically solve the user's problems in a timely manner, with a highly technical understanding and exceptional human relations skills.

Bachelor's degree and five years of Information Systems experience are required. Experience may be considered in lieu of a degree.