

**OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF PERSONNEL**

DATA SYSTEMS ADMINISTRATOR

Position Code: K2950

DISTINGUISHING FEATURES OF THE CLASS

Subject to management approval, plans, directs and evaluates a major program component of the computer-based information system such as computer operations, data systems and programming or technical support or an equivalent program component; develops and implements long-rang and project plans, policies and procedures for the program component.

ILLUSTRATIVE DUTIES AND RESPONSIBILITIES

1. Plans, directs and evaluates all professional and/or technical functions in a major program component of the computer-based information system; supervises first-line management staff.
2. Directs the establishment and implementation of high-level data processing applications and techniques for the program component.
3. Anticipates and plans for changes in the service of information needs for management as it relates to the program component.
4. Reviews applied research studies related to the adoption of technological advances and changes in communications, applications, hardware, software or other technical areas supporting the information system.
5. Participates in budget analysis and preparation; serves as a technical advisor on major system changes, hardware or software modifications, function reorganization or other administrative matters; performs personnel management and public relations work for the program component.
6. Performs other duties as required or assigned.

REQUIREMENTS:

Education and Experience

Requires knowledge, skill and mental development equivalent to completion of four years college preferably with courses in computer science, management information systems, mathematics or statistics supplemented by a master's degree in computer science or a related field and two years of managerial experience in a computer-based management information system.

DATA SYSTEMS ADMINISTRATOR (Continued)

Knowledge, Skills and Abilities

- Requires thorough knowledge of management information system, data base administration, systems analysis and computer communication systems.
- Requires thorough knowledge of the principles of organization, management and administration.
- Requires extensive knowledge of research and statistical procedures, program budgeting and systems modeling.
- Requires ability to implement program evaluations or system assurance.
- Requires ability to anticipate and resolve managerial problems.
- Requires willingness to travel and possession of a valid Illinois driver's license as required by individual positions within the class.

Approved by the Secretary of State Merit Commission - January 9, 1979

Effective - January 16, 1979

EXAMINATION INFORMATION

Tests and Weights: Education and Experience, 100%

Length of Eligibility: 1 year