

SYSTEMS ANALYSIS UNIT SUPERVISOR

KIND OF WORK

Supervise a group of Systems Analysts on a continuing basis providing organization and direction of assigned projects and activities.

NATURE AND PURPOSE

This employee supervises a unit in the performance of systems analysis functions. Responsibilities may include independent work on research studies, evaluation of new technology or feasibility studies. The employee directs the development or modification of systems and provides assistance to the users for implementation. Supervisory responsibilities extend to job assignment, employee evaluation and overall staff maintenance. Responsibility is to a higher ranking administrative employee with work review based on results achieved.

EXAMPLES OF WORK (A position may not include all the work examples given, nor does the list include all that may be assigned.)

Directs and coordinates unit activities, delegates authority and determines work assignments, evaluates staff performance, and initiates appropriate action.

Interviews and hires new staff.

Supervises the analysis, design and development of projects ensuring time and cost commitments are achieved and standard work methods and procedures are employed.

Performs problem identification and requirements definition and acquires thorough conceptual understanding of the system and the user organization.

Develops or reviews time and cost estimates and project plans ensuring the scope represents a manageable sized project.

Designs system solutions so that the needs of the requestor are achieved and that system enhancements and modifications are achieved with minimal impact.

Prepares and conducts presentations for the user community on the systems solutions and implementation plan.

Guides the system implementation so that the operational change is orderly and information access is restored with minimal disruption.

Consults with users to provide technical guidance and assistance in making systems-related decisions.

Performs on-going review of operational systems to ensure that objectives continue to be met and to improve operational effectiveness.

Performs related work as required.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

Knowledge of:

Thorough knowledge of the organization and supervisory principles and theories.

Thorough knowledge of the methods and techniques of system analysis and design.

Thorough knowledge of standard systems development methodology.

Broad knowledge of computer and peripheral equipment operation and capabilities.

Knowledge of organizational concepts.

Skill in:

High degree of creative analytic and problem solving skills.

Ability to:

Ability to plan, lead, and schedule major systems efforts and provide work direction and guidance to others.

Ability to develop and present written and oral information in a clear and concise manner.

Exhibits effective human relation skills.

Est.: 4/81
Rev.: 12/83

T.C.:
Former Title(s):