

Title: <b>Data Processing Manager</b>	Effective Date: October 18, 2010	Grade: XVIII	Job Category: Professional
Prior Title: Data Processing Manager	Prior Effective Date: August 24, 2007	Grade: XVIII	Page: 1 of 1

### CHARACTERISTICS OF WORK

This position is responsible for the management of automated engineering, planning, or administrative project development, or the administration of the Department's automated data resources. This includes determining user needs, hardware, software and data requirements, planning for project development, quality assurance and supervising technical support personnel. These systems may utilize CADD workstations, large mainframe computers, personal computers, or multiple platforms.

### EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas State Highway and Transportation Department is an "at will" employer.

- Review functions of the users to determine its applicability for computer processing.
- Analyze technical problems and recommend changes where needed.
- Plan data processing project development within the allocated resources.
- Determine the cost effectiveness of computer processing for each application.
- Supervise all appropriate technical staff to ensure effective utilization of all manpower.
- Provide leadership, direction, and technical assistance to the staff.
- Verify compliance with current Division standards and Department policies.
- Ensure the quality delivered to meet the user's requirements.

### MINIMUM REQUIREMENTS

The educational equivalent to a bachelor's degree from an accredited college or university in computer science, management information systems, or related field, plus a minimum of ten years of data processing experience with at least seven years of experience within the Department. Knowledge of the capabilities and limitations of current hardware and software. Understanding of the major application systems. Ability to lead the development of complex management information systems. Both in-state and out-of-state travel may be required.

*("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)*