

Oklahoma Department of Corrections
Unclassified Job Descriptor

ADMINISTRATOR OF INFORMATION TECHNOLOGY
(Administrator IV)

Basic Purpose:

Positions in this job are responsible for the direction of the department's Information Technology Unit, including direction of staff activities and development of information services and operations.

Typical Functions:

- Determines the information services requirements of the department, establishes priorities for system development, evaluates and projects hardware and software needs, manages the hardware equipment necessary to provide required information services.
- Responsible for meeting data processing requirements of the department through development of appropriate operating and application systems.
- Establishes priorities for system development and data processing projects. Develops plans for future utilization of data processing services, makes recommendations concerning the selection and purchase of equipment, vendor products or services.
- Evaluates information systems performance, projects needs for upgrading hardware and software; ensures the maintenance of operating systems and the development and enhancement of various applications programs.
- Monitors trends in the information technology services industry to ensure a pro-active position for the department's information services.
- Manages the budget, staff, and resources for the assigned area(s).

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of administration; of computer operations, telecommunication networks, design of application program systems, system development procedures, data processing hardware and software functions, of data processing techniques. Ability to direct the work of others, coordinate activities and resources within and between units, divisions and agencies, to communicate effectively both orally and in writing; and to establish and maintain effective working relationships.

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Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in computer science, business or public administration or closely related field and five (5) years of progressively responsible, professional information technology experience.

Preferred Qualifications: Master's degree in computer science, business or public administration or closely related field and five (5) or more years of progressively responsible, professional information technology experience, two (2) years of which were in management or supervisory role.