

Oklahoma Department of Corrections
Unclassified Job Descriptor

INFORMATION TECHNOLOGY APPLICATIONS ADMINISTRATOR
(Administrator I)

Basic Purpose:

Positions in this job are assigned responsibilities involving the management and direction of information systems, application development, and system maintenance for a large management information system. This includes determining information service requirements, coordinating with other agency managers and administrators to identify various requirements for computer operating systems, establishing priorities for systems development, developing plans for enhancement of existing systems, developing new systems, directing and supervising staff activities, preparing budgets, and providing project leadership for key technology initiatives.

Typical Functions:

- Reviews agency plans and confers with end users concerning requirements for applications, systems, computer networks, database management systems, operating systems and management information systems; participates in the development of an information technology plan; and prepares standard methodologies for development of required systems.
- Develops plans that incorporate end user feedback regarding system viability and performance into enhancement protocol.
- Plans, directs, and coordinates related work activities and work flow among staff and affected units.
- Maintains current knowledge of technical literature; evaluates technological advances that may benefit the agency; and participates in long-range planning to evaluate costs, availability, and alternatives.
- Coordinates with other agencies in developing information technology systems that interface and allow information exchange.
- Performs all aspects of system design including writing required programs, testing and evaluating new programs, and implementing new applications.

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Knowledge, Skills, and Abilities:

Knowledge of computer technology, programming languages, coding processes, and security measures; ability to communicate effectively both orally and in writing; capable of presenting complex material in a clear and concise manner; and ability to translate end user specifications into programming that produces desired outcomes.

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in computer science or closely related field and four years of experience in computer programming, one of which was in a supervisory role; or an equivalent combination of education and experience.

Preferred Qualifications: Master's degree in computer science or closely related field and four years of experience in computer programming, one of which was in a supervisory role; or an equivalent combination of education and experience.