

Oklahoma Department of Corrections
Unclassified Job Descriptor

OCI INFORMATION TECHNOLOGY MANAGER

Basic Purpose:

Positions in this job are responsible for the management of Oklahoma Correctional Industries' computer networks and computer operations to include programming, database management, software and hardware support, operating systems, and training others in computer repair and maintenance.

Typical Functions:

- Determines the computer services requirements for OCI, establishes priorities for system development, evaluates and projects hardware and software needs, and manages the hardware equipment necessary to provide required information services.
- Performs professional and technical work in establishing and maintaining computer services and systems; performs preventative maintenance and evaluates system performance; maintains OCI databases and modifies code to resolve system problems.
- Provides technical advice, assistance, and training to assigned staff; manages a computer services operation providing programming services, networking, and other related repairs.
- Coordinates special information technology projects to include planning, implementation, and evaluation.
- Responsible for management of assigned staff.

Knowledge, Skills, and Abilities:

Knowledge of the principles and practices of information systems; of procedures and techniques involved in computer equipment operations and processes; of the principles and practices of management and administration; and of programming languages. Ability to establish and maintain effective working relationships; to evaluate computer related procedures and techniques and resolve problems; to establish effective working relationships; to communicate effectively both orally and in writing.

Oklahoma Department of Corrections
Unclassified Job Descriptor

OCI INFORMATION TECHNOLOGY MANAGER

Education and Experience:

Statutorily Required: N/A

Minimum Qualifications: Bachelor's degree in computer science or closely related field and five (5) years of experience in computer or network operations, or an equivalent combination of education and experience.