**Classification:** Computer Information Technology Supervisor II
**Title Code:** V08007
**Pay Range:** 33

## POSITION SUMMARY:

This is advanced supervisory and professional work in directing and coordinating computer information technology functions. An employee in this class provides technical and administrative supervision in computer systems analysis and design, database and/or network administration, cyber security, systems programming, and/or other computer information technology specialties in a mainframe, midrange, and/or microcomputer environment.  Work involves the oversight of feasibility and impact studies of technology direction including the formulation of recommendations.  Work includes planning and coordinating computer information technology projects or performing administrative functions such as budgeting, purchasing, and fiscal analysis.  Duties include the supervision of computer information technology staff and other support staff.  Positions at this level differ from Computer Information Technology Supervisor Is in terms of the amount of direction provided and the scope and administrative complexity of assignments.  Work is performed under general supervision; however, the employee is expected to exercise considerable initiative and independence in the performance of assigned responsibilities.

## DESCRIPTION OF DUTIES PERFORMED:

(Any one position may not include all of the duties listed nor do the listed examples include all tasks which may be found in positions of this class.)

Plans, assigns, supervises, reviews and evaluates the work of either a medium to large staff of Computer Information Technologists, Computer Information Technology Specialists and/or Computer Information Technology Supervisor Is or a smaller staff of Computer Information Technologists in a very complex technical area.

Plans and evaluates workforce and resource needs of assigned staff and the organizational operation.

Coordinates and participates in meetings with agency administrators to develop, implement or interpret new or revised initiatives.

Provides guidance and training to assigned staff.

Reviews and updates cyber security policies, participates in the development of plans for emergencies, prepares and/or conducts cyber security awareness and training, reports, investigates and takes corrective action for security audit findings, administers and oversees security systems such as access control, encryption, anti-virus, firewalls, etc.

Confers with management relative to agency goals; develops data-gathering techniques and standards; directs feasibility studies; recommends computer information technology solutions; and manages project implementation.

Communicates with vendors on hardware and software developments, and directs or conducts the research, review, recommendation and preparation of requests for proposals and/or bid specifications for hardware and/or software purchases.

Provides guidance in computer systems analysis and design; database and/or network management; systems programming; and/or other information technology specialties.

Supervises the provision of customer or technical support for internal and/or external computer information technology systems.

Supervises staff in the support of computer information technology systems that may span multiple platforms.

Supervises/Participates in answering phones and creating helpdesk tickets.

Supervises the development and application of standards and procedures necessary to develop, install and maintain efficient and effective computer information technology systems.

Supervises and/or participates in computer systems disaster recovery plan maintenance and implementation.

Supervises and/or participates in information strategic plan development, maintenance and implementation.

Serves on and/or chairs policy, technical, personnel and user group committees.

Performs other related work as assigned.


**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Considerable knowledge of the principles and practices of computer information technology.

Considerable knowledge of agency's automated information systems.

Considerable knowledge of agency's functions and their interrelationships.

Considerable knowledge of continuing trends and developments in computer hardware and software.

Considerable knowledge of the principles of project management.

Considerable knowledge of the principles and practices of administration and effective supervision.

Working knowledge of various computer platforms.

Working knowledge of the principles of cost benefit analysis.

Working knowledge of the principles of computer systems disaster recovery.

Working knowledge of the procurement process.

Working knowledge of the information strategic planning process.

Ability to utilize project management tools.

Ability to organize and direct the preparation and maintenance of standards, policies, procedures, guidelines, documentation and technical manuals.

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Ability to train, direct and evaluate the work of assigned staff.

Ability to handle restricted and confidential information in a professional manner and maintain the information as such.

Ability to communicate in English clearly and concisely, both orally and in writing.

Ability to establish and maintain harmonious working relations with others.

Ability to work with material that may be of a sexual nature relating to criminal activity (e.g., written material, photographs, and/or verbal language, etc.).

Ability to work hours as assigned.


**MINIMUM EXPERIENCE AND EDUCATION REQUIRED:**
(The following represents the minimum qualifications used to accept applicants, provided that equivalent substitution will be permitted in case of deficiencies in either experience or education.)

Possess a Bachelor's degree from an accredited four-year college or university with at least fifteen (15) semester hours in computer science, computer information systems or related field; AND seven years of experience in computer information technology systems, to include: computer programming, systems analysis and design, or work with primary responsibility for the configuration of computer hardware and software in a mainframe, midrange and/or microcomputer environment.


**NECESSARY SPECIAL REQUIREMENTS:**

Successful completion of the Patrol's Supervision School and other management related courses within 12 months of appointment or as soon as scheduling will allow.


**FLSA STATUS:** Exempt


**WORK SCHEDULE:** An employee in this position works an eight-hour shift as directed; however, working hours are subject to change at the discretion of the commanding authority.