

MICHIGAN HOUSE OF REPRESENTATIVES

POSITION DESCRIPTION

POSITION: Information Systems Director

GRADE: 13

REPORTS TO: Chief Financial Operations/Business Office Director

POSITION SUMMARY: This is an at-will, non-partisan position. The Director of Information Systems sets the strategic direction for the use of information technology for the House of Representatives. Develops and implements computer policies, practices and procedures necessary to ensure the security and reliability of all computer systems used by employees of the House of Representatives. This position also directs Information Systems employees including Applications Developers, Network Analysts and User Support Specialists.

NATURE AND SCOPE: The incumbent is responsible for all aspects of information, technology and security systems. This function includes developing working relationships with consultants and vendors, as well as negotiating and establishing contracts with outside parties.

The incumbent co-directs initiatives that cross state agency boundaries. Responsibilities here encompass successful delivery and implementation of the information technology as well as insuring that the best interests of the House of Representatives are served.

The incumbent represents the Speaker's Office, as needed, at vendor presentations, legislative committee meetings, and seminars dealing with information technology.

The incumbent serves as a professional resource person to Member, staff and other sections of the Legislature and state government on computer issues.

The incumbent, with the Deputy Director of Information Systems, are responsible for the security of electronic information. This includes access to the House internal network, internally and externally developed application systems and firewall security for House intranets. The Director's duties include insuring that all security policies are followed by all Information Systems staff as well as all users.

The incumbent is responsible for developing and keeping current, written procedures documenting the policies and procedures to be used in accomplishing the job duties.

The incumbent performs other duties as assigned.

PRINCIPAL ACCOUNTABILITIES:

1. Develops and oversees policies, practices and procedures that relate or require electronic information for the House of Representatives.
2. Administers and manages the Information Systems department.

3. Responsible for all aspects of the House information and technology, including network management, web initiatives, customized systems and programming, user support, training, hardware maintenance, centralized printing operations and backup of centralized files.
4. Speaker's representative to attend various functions.
5. Professional resource for Representatives, staff and other branches of government.
6. Along with Deputy Director of Information Systems, responsible for all aspects of network security, and serves as the House's Agency Security Administrator.

JOB QUALIFICATIONS: A Bachelor's degree in Computer Science or Business Administration with a minimum of five years of progressively responsible, professional and supervisory experience in the field of Management Information Systems.

The Director must have the ability to motivate technical people in a fast paced work environment. A high level of interpersonal and communication skills are required as well as a record of personal integrity. Operate the Information Systems department in a professional, confidential and secure manner. Experience in administration may be considered in lieu of a degree.