



## **Job Specification**

**Job Title: Information Systems Manager**  
**BCAT Code: 460X BL**  
**Pay Grade: G18**

**Effective Date: April 1, 2007**  
**Revision Date: February 1, 2007**  
**FLSA Status: Exempt**

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### **General Description**

Manages the support, training, documentation, and written application functions for routine and complex reports generated for a central or localized administrative system, using different media.

### **Examples of Duties**

- Oversees the evaluation of end-user requests for new or modified computer reports or processes.
- Provides oversight for large scale integrated relational database applications.
- Converts project specifications into logical computer codes or processes in databases.
- Performs complex data analysis and data reporting with various programming tools (crystal, SQL/PL SQL).
- Prepares and implements flow charts and diagrams used in complex reports.
- Helps and advises managers in the effective utilization of data from reports.
- Reviews, analyzes, updates, and edits, reports and data extracts.
- Coordinates tests, documentations, and quality assurance on reports generated.
- Performs other advanced level information system specialist duties as assigned.

### **Knowledge, Skills, and Abilities**

- Knowledge of data processing and reporting principles and practices.
- Knowledge of integrated information systems and event driven programming.
- Ability to multi-task, supervise, and use independent judgment.
- Knowledge of Windows 2000 & XP, Banner, Spectrum, and an understanding of client/server computing, programming languages (COBOL, C, C++, Visual Basic, Pearle, Java, relational databases (Oracle), crystal, SQL/PL SQL, LANs, etc).
- Effective time management, customer service, analytical, and organizational skills.
- Effective oral and verbal communication with external and internal customers.

### **Minimum GSU Hiring Standards**

Bachelor's degree and four years of related experience; or a combination of education and experience.

*The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.*