**General Description**

To manage all aspects of information technology systems

**Summary of Essential Job Functions**

- Analyzes operational procedures, data needs, and existing information technology, including hardware and software, to determine efficiency, capabilities, limitations, and needs.
- Develops information technology strategies and priorities.
- Conducts studies pertaining to the development and/or purchase of new technology to meet current and projected needs including the feasibility and cost/benefit of the project.
- Manages the implementation of external vendor systems including writing detailed system specifications, researching systems, analyzing system functionality, submitting RFPs reviewing proposals, coordinating the project with the vendor, and coordinating Power Commission personnel re: their roles in the implementation.
- Prepares time and cost estimates for project completion.
- Researches and recommends hardware and software purchases to management.
- Maintains a complete hardware and software inventory.
- Assists with preparing budget information for technology related items including hardware and software purchases, upgrades, and support.
- Responsible for administering Power Commission systems including appropriate user ID authentication and authorization, monitoring system resources, configuring peripheral hardware, and creating system policies.
- Responsible for security of data, network access, backup systems, and contingency plans.
- Maintains a complete system manual including hardware and cable diagrams, operating system configuration, software license and serial numbers, etc.
- Troubleshoots and resolves hardware and software problems; when applicable, serves as contact person with external vendor in solving problems and insuring the problem is fixed satisfactorily.
- Trains users in various software applications and operating systems.
- Pursues a program of self-development including studies of technical development, seminars, participation in professional organizations and special assignments to stay informed of current technology.
- As a public employee is responsible for maintaining good relations with the public served.
• Performs other duties as assigned.

**Minimum Job Requirements**

• Use advanced logic and scientific thinking to solve a variety of complex problems.
• Understand and use advanced math and statistics.
• Use personal judgment and known facts to make decisions and deal with problems.
• Use computer technology to solve problems or process large amounts of information.
• Speak and write clearly and accurately.
• Use technical terms, math and computer symbols and complex charts and graphs.

**Physical Demands**

**Environmental Conditions**
Inside: Protection from weather conditions but not necessarily from temperature changes. A job is considered “inside” if the worker spends approximately 75 percent or more of the time inside.

**Math Skills**
Requires mathematical development sufficient to be able to: apply mathematical operations to frequency distributions, reliability and validity tests, normal curves, analysis of variance, correlation techniques, etc.

**Language Skills**
Must have developed language skills to the point to be able to: Read technical journals, abstracts, financial reports, and legal documents. Write speeches, manuals, etc. Conversant in the theory, principles and methods of effective and persuasive speaking, voice and diction, phonetics and discussion and debate.

**Relationships To**
• Data: Coordinating: Determining time, place, and sequence of operations of action to be taken on the basis of analysis of data; executing determination of and/or reporting on events.
• People: speaking-Signaling, talking with and/or signaling people to convey or exchange information. Includes giving assignments and or directions to helpers or assistants.
• Things: Operating-Controlling: Starting, stopping, controlling and adjusting the progress of machines or equipment. Operating machines involves setting up and adjusting the machine or materials as the work progresses. Controlling involves observing progress of operations and turning devices to regulate reactions of materials.

**Specific Vocational Preparation**
Specific Vocational Preparation includes an occupationally significant combination of: vocational education, apprentice training, in-plant training, on-the-job training, or essential experience in less responsible jobs which lead to the higher job or serving in other jobs.
Education Requirements
B.S. Degree in Computer Science or a related field, Valid Georgia State Driver's License.