



# OKLAHOMA DEPARTMENT OF WILDLIFE CONSERVATION

## JOB DESCRIPTION

<b>Job Title:</b> INFORMATION TECHNOLOGY SUPERVISOR	<b>Grade:</b> 17
<b>Division:</b> ADMINISTRATION	<b>Job Code:</b> 0769
<b>Reports To:</b> CFO / Chief of Administration	<b>FLSA Status:</b> Exempt

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### SUMMARY OF ESSENTIAL JOB DUTIES:

Under the direct supervision of the CFO / Chief of Administration, plan, organize and direct all operations and activities of the Agency's Information Technology Section (Data Processing Section). Responsible for meeting all data processing and information and communications technology requirements of the agency through the development of appropriate operating and applications systems. Establish priorities for systems development and data processing projects in accordance with agency requirements. Develop plans for future utilization of data processing services in the overall agency program. Make recommendations concerning the selection and purchase of equipment, vendor products or services. Provide for the coordination of activities within the Information Technology Section and coordinate computer related projects with other divisions within the agency. Exceptional customer service and trouble shooting skills are mandatory. Participate in the development of the Division's budget with primary responsibility for funds to be allocated for data processing requirements. Responsible for project needs for upgrading hardware or software used by the agency.

Direct staff activities in reviewing and maintaining the operating system and the development or enhancement of various programs. Evaluate systems and staff performance. Supervise from 1 - 5 technical employees. Serve as a mentor and orient new employees by providing training and instruction on a continuous basis.

### JOB DUTIES:

#### Must have the ability to:

- Lift and carry standard office equipment and supplies up to 25 pounds and operate a vehicle.
- Establish and maintain effective working relationships, work independently, and be professional and courteous with the public, employees, and other agencies.
- Communicate clearly and effectively in public speaking situations and be able to express oneself clearly and concisely in writing.
- Use personal computer and various office equipment. Should be proficient in Microsoft Word, Excel, PowerPoint, and have an overall understanding of internet based computer applications.
- May be required to occasionally work extended hours and weekends.

### Requirements:

**Education and Experience:** Requires a Bachelor's Degree in Management Information Systems (MIS), Computer Science (CS) or a closely related degree and six years related experience.

### Knowledge and Skills:

SQL Server 2000 or related software  
Exchange 2003  
Microsoft Windows 2000 and 2003, XP, NT  
Network Administration  
Relational Database Design/Administration  
PeopleSoft Software

Systems Accessibility  
Website Management  
Visual Studios.net, Visual Basic  
Crystal Reports  
Personal Computers & MacIntosh Computers

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