



## MANAGER OF SYSTEMS CONFIGURATION CONTROL

FC: EF118  
PB: 10

PC: 940  
BU: 95  
Revised: July 21, 2004

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

Administers, directs, manages, supervises and coordinates the Systems Configuration Control Division within the Maintenance and Engineering Department; coordinates assigned activities with other divisions, departments and outside agencies; provides highly responsible and complex administrative support to the Group Manager, Systems Engineering.

### **CLASS CHARACTERISTICS**

This single position class manages, through subordinate supervisors, systems engineering configuration control activities whether accomplished by contract or District staff. Incumbent is accountable for accomplishing division goals and objectives and for furthering District goals and objectives within the general policy guidelines. This class is distinguished from the Group Manager, Systems Engineering in that the latter has overall responsibility for electronics, configuration, computer systems, communications, and special projects.

### **REPORTS TO**

This position reports to the Group Manager, Systems Engineering.

### **EXAMPLES OF DUTIES** - *Duties may include, but are not limited to, the following:*

1. Assumes management responsibility for the activities and operations of the Systems Configuration Control Division including District physical plant and software control systems engineering, design, implementation and documentation.
2. Manages and participates in the development and implementation of goals, objectives, policies and priorities for assigned programs; recommends and administers policies and procedures.
3. Monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; recommends, within departmental policy, appropriate service and staffing levels.
4. Plans, directs, coordinates and reviews the work plan for assigned activities and staff; assigns work activities, projects and programs; reviews and evaluates work products, methods and procedures; meets with staff to identify and resolve problems.

## **Manager of Systems Configuration Control**

Page 2

5. Oversees, prepares, administers and monitors systems engineering projects; provides procedural control for projects; directs the preparation of engineering drawings, sketches, specifications and other technical and contract documents; reviews engineering design and analysis; prepares and reviews cost estimates.
6. Monitors developments and legislation related to assigned area of responsibility; evaluates impact upon district operations; recommends and implements equipment, policy and procedural improvements.
7. Selects, trains, motivates and evaluates personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures.
8. Oversees and participates in the development and administration of the division's annual budget; participates in the forecast of funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements adjustments.
9. Serves as the liaison for the systems configuration control division with other divisions, departments and outside agencies; provides technical assistance to the legal department; serves as an expert witness; negotiates and resolves sensitive and controversial issues.
10. Serves as staff on a variety of boards, commissions and committees; prepares and presents periodic and special reports regarding division activities to management staff or other departments and other necessary correspondence.
11. Provides responsible staff assistance to the Group Manager, Systems Engineering.
12. Directs the preparation of and approves final plans, specifications, cost estimates, requests for proposals and bid documents; conducts or directs analytical studies.
13. Responds to and resolves difficult and sensitive citizen inquiries and complaints.
14. Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of electronics and communications engineering.

## **QUALIFICATIONS**

### **Knowledge of:**

Operations, services and activities of a comprehensive control systems engineering program.  
Principles and practices of control systems engineering.  
Principles and practices of program development and administration.  
Computer and control system hardware and software capabilities.  
Applicable computer software and programming languages.  
Concepts of real-time systems analysis and programming.  
Principles and practices of contract administration.  
Performs and reviews complex calculations.  
Principles and practices of software development life cycle and configuration management.  
Principles and practices of project scheduling and management.  
Principles and practices of budget preparation and administration.

## **Manager of Systems Configuration Control**

Page 3

Principles of supervision, training and performance evaluation.

Current office procedures, methods, and equipment including computers.

Specialized computer programs or systems utilized in engineering project management.

Related Federal, State and local laws, codes and regulations.

### **Skill in:**

Overseeing and participating in the management of a comprehensive systems configuration control engineering program.

Overseeing, directing and coordinating the work of lower level staff.

Selecting, supervising, training and evaluating staff.

Preparing engineering and computer systems project scopes, concepts, schedules and work plans.

Participating in the development and administration of division goals, objectives and procedures.

Preparing and administering large program budgets and contracts.

Preparing clear and concise administrative and financial reports.

Analyzing complex problems, identifying alternative solutions, projecting consequences of proposed actions and implementing recommendations in support of goals.

Researching, analyzing and evaluating new service delivery methods and techniques.

Interpreting and applying Federal, State and local policies, laws and regulations.

Communicating clearly and concisely, both orally and in writing.

Establishing and maintaining effective working relationships with those contacted in the course of work including District officials and the general public.

### **MINIMUM QUALIFICATIONS**

#### **Education:**

A Bachelor's degree in electronics, computer science or a closely related field from an accredited college or university.

#### **Experience:**

Five (5) years of (full-time equivalent) verifiable computer systems engineering experience which must have included at least two (2) years of administrative and/or supervisory experience.

#### **Substitution:**

Additional professional experience as outlined above may be substituted for the education on a year-for-year basis. A Bachelor's degree is preferred.

### **WORKING CONDITIONS**

#### **Environmental Conditions:**

Office environment; exposure to computer screens.

#### **Physical Conditions:**

May require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time.

**EEOC Code:01**