Missouri Department of Transportation Job Description

Job Title: District Information Systems Manager

Title Code: R04458

Salary Grade: 10

Exemption Status: Exempt

Supervisory Responsibilities: Full Supervision

District/Division: District Offices – Information Systems

Effective Date: 10-01-2025

Replaces (Effective Date): 12-16-2024

General Summary

The district information systems manager coordinates and provides computer system support to the district relative to software, hardware, and operating systems. Responsibilities are performed under general supervision.

Minimum/Required Qualifications

- Bachelor's Degree: Computer Science, Computer Information Systems, Business Administration, Mathematics, or related field, **AND** six years of experience in computer technical development or program management, **OR**

- Ten years of increasingly responsible professional experience in positions related to information systems.

Special Working Conditions/Job Characteristics

- Job requires occasional, statewide, overnight travel.

Examples of Work

1. Oversees daily network needs of backups, installations, virus detection, file maintenance, and server administration; ensures network and telecommunication systems are operational; diagnoses and schedules necessary repairs on system equipment.

2. Maintains an operating log of activities performed, problems encountered and resolved; updates procedures as needed.

3. Coordinates and schedules computer training with computer staff for district users.
4. Prepares and administers the automation budget for the computer work group.

5. Serves as a liaison by coordinating and planning with district management team, Central Office Information Systems personnel, work groups, and other agencies to recommend alternative solutions for current or future automation needs.

6. May provide technical support for intelligent transportation system.

7. Supervises and manages inventory control of district automation encompassing hardware, software, telecommunication, and security cards.

8. Performs supervisory responsibilities.

9. Performs other responsibilities as required or assigned.