

<i>Position Title</i>	<i>Job Family</i>	<i>Designation</i>	<i>Union</i>	<i>Effective</i>	<i>Reissued</i>	<i>Revised</i>
Director, Systems and Programming		Acute Care Central Office Gotham Health	OSA	1/15/23		
Level I	019990					
Level II	029990					
Level III	039990					

Purpose of Position:

Under direction, plans, organizes, directs, and coordinates activities pertaining to systems analysis, design and programming of information systems. Maintains a high-level of technical competence. Ensures that all quality standards comply with internal policies and industry standards.

Essential Duties and Responsibilities:

1. Develops and maintains a team of systems analysts, programmers and essential support personnel at a level consistent with the information system requirements of the System.
2. Assigns staff to projects and activities requested and prioritized by user departments and outlines alternative methods of approach; sets unit priorities, evaluates work and provides ongoing guidance to assigned staff.
3. Participates in the analysis and approval of project requests from user departments within the System.
4. Directs the design of computer-based information systems ensuring that projects are feasible and aligned with the overall objectives of the System.
5. Plans and organizes the preparation of information systems to solve business or technical problems through the use of Electronic Data Processing (E.D.P.) equipment.
6. Plans, schedules and budgets system design and programming of approved projects, ensuring completion within scheduled time and cost estimates.
7. Monitors the progress of projects and takes necessary action to correct systematic deficiencies, slippages in scheduled completion dates or other conditions, which could lead to cost overruns.
8. Prepares activity and progress reports.
9. Provides for the technical proficiency of staff with particular regard to the latest E.D.P. technology, methodology and application of information systems in the field of health care.
10. Performs related duties, as assigned.

Qualification Requirements:

1. Baccalaureate degree from an accredited college or university in Computer Science, Mathematics, Business Administration, Statistics or a related discipline, and five (5) years of experience in systems analysis and design of information systems, two (2) years of which must have been in a managerial or supervisory capacity; **or**
2. A satisfactorily equivalent combination of certificates, education and/or experience, in which thirty (30) graduate-level semester credits from an accredited college or university can be substituted for one (1) year of experience, and each month spent completing relevant certificates can be credited for one (1) month of experience. However, all applicants must have at least a Bachelor's Degree.

Direct Line of Promotion:

None. This title is in the non-competitive class of positions.