

It department personnel skills



**ASSIGN
BUSTER**

The recent plans to create an official Information Technology department have necessitated the need for the creation of a number of posts in the company. The Chief Information Officer (CIO), Information Technology (IT) department manager and also the IT technical staff. It is important for the company to spell out the job descriptions and designations for the above posts. It will also spell out the expected functions, duties and responsibilities to be carried out by these officers in the information technology department. The company will also outline how these offices are going to be linked up to the rest of the department to ensure cohesion and effective inter-departmental relations.

Job Title: CHIEF INFORMATION OFFICER (CIO)

Position Overview: He or she leads the Information Technology department, Supervising and controlling the various operations and reporting to the Chief Executive Officer

Essential Job Functions

- Analyzing and setting up business processes and confronting systems.
- Introducing and orienting the company staff of any new IT tool and systems
- Maintaining the introducing the systems to ensure they function in tandem with the company's priorities.
- Ensure that proper relations within the department and the executive are maintained in line with the security policies.
- Address the executives on the technologies and needs of the company to ensure proper running of the systems and their coordination.

Requirements

- Masters Degree in Information Technology or ComputerScience
- Strong provenleadershipand managerial skills (HRM Diploma an added advantage)
- Four years experience in a competitive organization

Other skills/abilities

- Ability to work under pressure with minimal supervision
- Excellent interpersonal skills
- Possessing an exceptionally high level of zeal and selfmotivation

Job Title: INFORMATION TECHNOLOGY (IT) DEPARTMENT MANAGER

Position Overview

Reports directly to the Chief Information Officer but also occasionally briefs the executive

Essential job functions

- Involved in strategic planning and maintaining a high level of interaction with other departments
- Orienting the staff into the various systems and tools
- Ensuring strict adherence to the budget and deadlines

Non-essential job functions

- Attending web BSIT conferences and consortiums
- Providing progress reports to the Chief Information Officer

Requirements

- Bachelors Degree in Information Technology or related field
- Basic knowledge in Accounting and Human Resource Management

Other Skills/Abilities

- Excellent interpersonal skills
- Ability to work odd hours and under intense pressure

Job Title: IT TECHNICAL STAFF

Position overview: Carries out the tactical and operational duties in the IT department, ensuring the smooth running of the set up systems and regularly updating them in line with the technological requirements. Reports to the IT manager

Essential Job Functions

- Providing support to the strategic team
- Servicing and maintaining the installed process and information systems
- Teaching other departmental staff on the applicability of the system.
- Carrying out any other duties as directed by the manager of the CIO

Requirements

- An advanced diploma in Information Technology with two years experience or a degree in Information Technology or related field.

Other skills/Abilities

- Excellent interpersonal skills
- Ability to meet deadlines and work odd hours
- Strong analytical skills

Such team should possess the relevant skills to support the it departments software and hardware . it should also come up with the required business processes and systems for the proper functioning of the department and streamline relations and orientations in the various departments.

Reference

San Francisco unified school district, 2007. IT Department. Retrieved on 10/03/08 from <http://portal.sfusd.edu/template/?page=it>