



## Arkansas Crime Information Center

### Position Announcement

**From:** Letha Osborne, Administrator  
Information Services Division

**Subject:** Position #22088935 Available – Information Systems Coordinator  
Grade C124 – Entry level salary \$45,377

**Date:** February 19, 2010 – March 5, 2010

The Senior Systems Programmer works under the direct supervision of the Information Services Division Administrator and is responsible for supervising programmers in the development, implementation and maintenance of the ACIC application systems.

#### **DUTIES AND RESPONSIBILITIES:**

Provides supervision to professional staff by assigning and/or reviewing project assignments and work performed; Directs team operations to ensure the development and implementation of operational procedures; directs the implementation of new and/or modified software to ensure compatibility with existing system and testing requirements; implements schedules and priorities for system development and monitors development stages to ensure the validity of the data and reports and adherence to deadlines; directs or conducts special projects as directed by assigning work activities, monitoring progress and preparing status reports or making presentations as required. Perform other duties as assigned.

#### **KNOWLEDGE, ABILITIES AND SKILL LEVELS REQUIRED:**

Knowledge of principles and practices of organizational management and public administration; knowledge of operations of mainframe computer hardware and software; ability to make assignments and follow progress; ability to direct staff in troubleshooting and research; ability to represent the agency in meetings; ability to organize and present clear and concise oral and written reports and make recommendations; ability to establish and maintain effective working relationship with others; the ability to perform complex and difficult analysis of a wide range of factors to determine the impact on the statewide computer system.

#### **MINIMUM EDUCATION AND/OR EXPERIENCE:**

The formal education equivalent of a bachelor's degree in information technology, computer science or a related field; plus five years experience in programming, systems analysis or a related field; plus two additional years experience in a leadership or supervisory capacity.

If interested, contact Letha Osborne at 501-682-2222. ACIC is an equal opportunity employer.

**This position is subject to approval by the State Freeze Committee.**