

Systems & Procedures Manager

SUMMARY:

Directs and coordinates development and production of information systems that communicate current policies, procedures and system usage throughout the organization.

Job Functions include: (Note: this is a representative list only - complete list provided with purchase)

- Consults with management to determine information requirements of management, regulatory specifications, or board policy.
- Confers with department heads involved with proposed information development projects to ensure cooperation and further define nature of project.
- Reviews project feasibility studies. Establishes work standards.
- Assists department heads in formulating policy and procedural initiatives, and assists in writing and updating manuals, computer assisted systems, and operational bulletins to ensure compliance with policies and regulation as well as sound business and financial practices.

(also details Supervisory Responsibilities, Qualifications, Education and/or Experience, Language Skills, and work environment)