



#### Job Situation

Offices, meeting rooms. Computer technologies. Working with all levels of staff. Teamwork. Reporting to Operations Manager. Regular hours, except emergencies.

#### Weekly Hours of Work

40

#### Overtime

As required

#### Monthly Salary

\$5,200

#### Student Loan – Owing

#### Student Loan – Monthly Payment

\$390

#### Duties

Analyze problems and requirements. Design and implement solutions. Supervise and train staff. Administer budget. Research suppliers. Estimate costs. Purchase equipment. Liaise with others.

#### Prospects

Upper management. Consulting. Education. Self-employment. Small business. Contract worker.

#### Job Title

## Information Systems Manager

#### National Occupational Classification (NOC)

0213

#### Job Description

Information systems are the electronic brains of any organization and the nervous system of modern telecommunications. The Information Systems Manager is a well organized co-ordinator and problem-solver with a thorough practical knowledge of computer systems, databases and networks, as well as excellent communications and people skills. Experience in the telecommunications sector has fine-tuned your ability to choose the right equipment for the situation.

As technologies expand, you are challenged to find and implement the best equipment and software to meet your company's needs, always with an eye to the future. You also introduce the new systems to the company employees who will be using them in their daily work and coach employees in using new software. Market research, networking, purchasing, budgeting, employee training, and contracting out of services are all part of your job.

Most Information Systems Managers have a university degree in Information Technology, and a lot of previous experience in setting up and maintaining local area networks (LANs), database operations and software applications. When problems do occur, the Manager will work all night if necessary to get the systems up and running so that it's business as usual when everybody arrives in the morning.

This position is a central one in any company that relies heavily on information technologies, and you are in contact with people at every level of your company. This exposure can lead to many other employment opportunities. The top salaries and opportunities for advancement go to the managers who have proven their ability to stay ahead of the game by foreseeing the future needs of their companies and solving problems before they happen.