Computer and Information Systems Managers

SOC: 11-3021 • Career Profile Report

■ Key Facts

$171,200	667,100	+15.0%
Median Salary	Employment	Growth Rate

■ Requirements & Salary Range

Education: Bachelor's degree

■ Automation Risk Assessment

Low Risk - 10.0% probability of being automated in the next 10-20 years.

This job is relatively safe from automation due to its creative, social, or complex problem-solving requirements.

■■ Work-Life Balance

8.9/10 - Excellent work-life balance

■ Personality Fit (RIASEC)

Higher scores indicate better personality fit for this career type.

Realistic	4.2/10	**Investigative**	6.8/10
Artistic	4.4/10	**Social**	7.8/10
Enterprising	8.6/10	**Conventional**	7.4/10

■ Top Skills Required

Analytical skills, Communication skills, Computer skills, Decision-making skills, Leadership skills, Problem-solving skills

✓ Strengths

• High Demand
• Flexible Work
• Continuous Learning

■ Challenges

• Burnout Risk
• Rapid Technological Change

■ What They Do

Computer and Information Systems Managers typically perform the following tasks: • Direct daily operations of department, analyzing workflow, establishing priorities, developing standards and setting deadlines. • Meet with department heads, managers, supervisors, vendors, and others, to solicit cooperation and resolve problems. • Review project plans to plan and coordinate project activity. • Assign and review the work of systems analysts, programmers, and other computer-related workers. • Provide users with technical support for computer problems. • Develop computer information resources, providing for data security and control, strategic computing, and disaster recovery. • Recruit, hire, train and supervise staff, or participate in staffing decisions. • Stay abreast of advances in technology. • Consult with users, management, vendors, and technicians to assess computing needs and system requirements. • Develop and interpret organizational goals, policies, and procedures. • Evaluate the organization's technology use and needs and recommend improvements, such as hardware and software upgrades. • Review and approve all systems charts and programs prior to their implementation. • Prepare and review operational reports or project progress reports. • Evaluate data processing proposals to assess project feasibility and requirements. • Control operational budget and expenditures. • Purchase necessary equipment. • Manage backup, security and user help systems.