

JOB POSTING

HUMAN RESOURCES DEPARTMENT

DATE: July 30, 2010
TO: All Employees
FROM: Jennifer A. Haines
HR Consultant

SUBJECT: **MIS Officer**

Please find attached the aforementioned job description. The job will be posted through **Friday, August 6, 2010**. All interested applicants should see the Human Resources Department for an application.

Title: MIS Officer

Summary: Plans, manages, and executes a comprehensive, effective and efficient management and financial information system.

Qualifications:

- Graduation from an accredited college or university with a Bachelor's degree.
- Five (5) years of experience in computer programming, information systems design, and systems analysis, which shall have involved major responsibility for development and implementation of large-scale data processing systems.
- Knowledge of information system design concepts and the many alternative manual, mechanical, and electronic means for gathering and storing data as well as converting data into useful information at lowest cost.
- Knowledge of and familiarity with capabilities, operating characteristics, and programming of **all** data processing and data preparation equipment and software.
- Knowledge of computer programming design and differences between and applications of various programming languages.
- Knowledge of principles of production systems and work efficiency as related to a data center, which must function as a data processing service bureau.
- Knowledge of and the familiarity with procedures and techniques involved in using software, and of instrumentation, to take equipment and software measurements.
- Knowledge of analytic and management techniques involving decision tables, scheduling milestone charts, logic flow diagramming, engineering cost analysis, statistical sampling methods, design of experiments, and value engineering.
- Ability to direct project task teams
- Ability to analyze problem conditions and arrive at a cost effective, realistic solution.
- Ability to oversee and monitor performance of outside consultants.
- Ability to write clear, concise design specifications and study reports.
- Ability to analyze and transcribe data into meaningful useful information to measure cost effectiveness.
- Ability to prepare clear, technically sound, accurate, and informative reports containing findings, conclusions, and recommendations.
- Ability to maintain essential records, reports, and files.
- Ability to learn to utilize various types of electronic and/or manual recording and information systems

INTERNAL JOB POSTING – MIS Officer – Executive Office

used by the agency, office, or related units.

Reports to: Director of Finance

Responsibilities Include, but not limited to:

- Troubleshooting
- Support for software and peripheral installation
- Maintenance of Anti Virus and Mal-Ware removal, Profile cleanup, Installing updates
- Support for HACC specific software ie. Emphasys/MLS, Blackberry Enterprise Server, MS Exchange, ADP Payroll Suite
- Support for Blackberry users
- After hours emergency support
- Maintain inventory database of all computers, monitors, and printers. Also track their locations, ages and users.
- User Support
- Desktop/laptop support and repair
- Peripheral support
- Software and peripheral installation for matters that could not be handled remotely
- Server Support including; Windows Server, 2000, 2003 and 2008, Familiarity with Intel Modular Server Platform, Citrix Server, Terminal Services, SQL, Emphasys/MLS, Exchange Server, Blackberry Enterprise Server
- Develop and Maintain proprietary software written in XML, Visual Basic, and SQL (CSSAPPS)
- Manage and maintain the Authority website and web server
- Daily monitoring of server backup, event logs and anti-virus activity
- Maintain Security of SonicWall Firewalls, SonicWall VPN and MS PPTP Technologies, Domain Policies, Familiar with OPEN EYE CCTV systems, and their network integration, Familiar with Galaxy Access Control Systems
- Ability to design and implement a Domain Forrest
- Migrate servers to new platforms, SQL, IIS, and Exchange etc