



JOB DESCRIPTION

Title	Information Systems Manager	Created	July 2014
Department	County Manager's Office	Revised	
Job Class	M 8	Safety Sensitive	No
Labor Union	Unrepresented	FLSA	Exempt

Purpose

Manage, direct, organize and coordinate the activities of the county's Information Systems Division, including systems development and maintenance, office automation, technical support, and computer operations. Develop long and short-range plans to meet established goals. Coordinate information systems activities with other divisions, departments and users. Analyze procedures and work plans of user departments to determine feasibility. Design computerized systems to accomplish desired results. Provide day-to-day leadership/supervision of other Information Systems personnel.

Essential Functions

- Manage, plan, direct and organize Information Systems activities including the development, acquisition, implementation and operation of new and revised computer systems and related hardware, system and application software and networking.
- Supervise subordinate employees performing various Information Systems tasks, including assigning and reviewing work, evaluating performance, training and recommending necessary disciplinary action; respond to employee complaints and effectively recommend hiring and termination decisions. Promotes cooperative team effort among staff and with other County departments; motivates employees to provide quality service to customers.
- Perform analysis and make recommendations regarding feasibility studies, cost-benefit estimates, conceptual design, schedules of implementation, hardware and software requirements, internal procedures and standards for application systems.
- Evaluate Information Systems operations and initiate changes as necessary; prepare or supervise the preparation of administrative policies and procedures involving information technology.
- Provide professional assistance to County departments in a variety of information systems including projects, cost and contracts.
- Assist with design, development, and maintain Linux system environment as the System Administrator, to accommodate the various computer service needs of County departments and authorized outside users. Maintain operating systems software. Ensure adequate software documentation and procedures are maintained.
- Assist with Design, development, monitor, and maintain ORACLE relational database as the Database Administrator (DBA).



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- Design client/server applications using Business Process Modeling and Entity Relationship Data Modeling techniques. Assist with development of client/server applications to satisfy user department requirements, identified in the Business Process Modeling, using PowerBuilder and SQL programming for database triggers and stored procedures on the ORACLE database. Development includes preparing documentation, testing and debugging program to ensure proper operation, etc.
- Assist with design, development, monitoring and maintenance of the local area network using Windows operating systems to provide communication network security. Maintain communications network and operating systems including local area network with internet connectivity. Perform routine and emergency maintenance and repair on equipment as necessary.
- Facilitate and serve as liaison to the MIS Committee.
- Prepare and monitor annual budget for Special Projects technology items; participate in the forecast of additional needs for staffing, equipment, materials and supplies.
- Prepare special reports regarding activities and users served, potential upgrades etc., as requested.
- Follow all safety rules and procedures established for work areas.

Auxiliary functions:

In the event of a declared emergency by the Board of County Commissioners, the employee is subject to a temporary emergency assignment according to the Emergency Management Plan, for which prior preparation or cross training may occur in an occasional "table-top" test exercise. The employee will return to their regular assignment upon the vacation of the declaration of emergency.

May assume responsibility for department director in his/her absence. Provide back up to other Information Systems personnel as workload and staffing levels dictate. Maintain work areas in a clean and orderly manner.

Mandatory Qualifications

Broad knowledge of computer science field. Knowledge of and experience working in system environment used within County. Working knowledge of PowerBuilder, Oracle, PL/SQL, Linux, and Windows networking. Ability to organize, direct and implement a comprehensive information services program. Knowledge of supervisory principles and practices.

Equivalent to a four-year college education in computer science or other field with substantial computer science coursework. Over four years' experience in client/server development including Business Process and Data Modeling, Client/Server development and SQL programming, or satisfactory combination of experience and training. Must be able to work unusual hours due to 24 hour, seven days per week operation of computer system.



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Desired Qualifications

Previous supervisory experience.

Physical Demands

Physical demands on position are limited involving moving materials, boxes, equipment, etc., weighing up to 30 pounds.

Working Conditions

Usual office working environment.

Supervisory Responsibility

Responsible for up to five persons.

THE ABOVE DESCRIPTION COVERS THE MOST SIGNIFICANT DUTIES PERFORMED BUT DOES NOT INCLUDE OTHER OCCASIONAL WORK, THE INCLUSION OF WHICH WOULD BE IN CONFORMITY WITH THE FACTOR DEGREES ASSIGNED TO THIS JOB.



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