

MARSHALL COUNTY, ALABAMA

Job Description

MANAGER, INFORMATION SYSTEMS

Department: Data Processing

Job Code: 960

Pay Grade: 116

FLSA Status: Exempt

Reports To: Commission Chairman

JOB SUMMARY

The Information Systems Manager directs and coordinates development, installation, and user training for computer and telecommunications systems of the County. Consults with management to define and prioritize new projects and discuss system capacity and equipment acquisition. Establishes work standards, assigns and schedules work, reviews work of subordinates. Performs database design, program design, coding, and other programming tasks and assigns projects to subordinates. Defines and corrects operational difficulties encountered in executing programs or processes. Reviews reports of computer and peripheral equipment production, malfunction, and maintenance to ascertain costs and plans operating changes.

ESSENTIAL JOB FUNCTIONS

- Oversees all technology operations and evaluates according to established goals.
- Works with department heads and elected officials to maintain, modify, improve, and support computer applications and telecommunications services.
- Works with departments to determine user needs, analyze requirements, and design systems to meet needs.
- Defines resource, database, and programming requirements based on needs.
- Plans layout and installation of new systems or modification to existing systems.
- Provides advice and consultation to departments on the implementation of system applications.
- Assists in the preparation of cost estimates of computer system changes.
- Establishes security systems for system, including data integrity and database management.
- Documents procedures for implementing and using computer applications and programs.
- Communicates with users to promote smooth implementation of any new or modified programs.
- Oversees building door security for the courthouses and Sheriff's Office.
- Trains users in new software computer applications.
- Performs system programming, upgrading, training, and other related tasks.
- Writes new and modifies existing programs.
- Assists personal computer users with file system arrangements and setups.
- Assists users with hardware problems such as resetting printers and correcting operating system errors.
- Installs upgrades and patches on personal computer operating systems.
- Maintains connection from the personal computers to AS/400.
- Maintains phone systems.
- Tests and debugs programs.
- Performs or oversees regular maintenance operations in order to minimize down time of computer systems.
- Provides administrative and technical direction to the operation of the department.
- Maintains the VPN and connections between all County locations.
- Conducts needs analysis for IT and Telecommunications technology and services.
- Plans projects to meet the needs of departments.
- Oversees all camera surveillance systems.

- Meets with managers to define priorities of upgrades and projects, and regarding IT and Telecommunications services needed.
- Assigns projects to staff to implement.
- Reviews work of subordinates.
- Analyzes system requirements in order to recommend reorganization of program alignment within departments.
- Writes and reviews bid specifications for computer hardware and software.
- Reads professional publications and attends meetings in order to stay abreast of new developments in the field.
- Prepares and maintains departmental budget.
- Quotes and orders equipment and services from vendors.
- Supervises assigned staff.
- Conducts pre-employment interviews and makes hiring recommendations.
- Interprets and applies personnel policies, departmental policies, and other relevant policies and procedures.
- Reviews payroll, time, and leave reports for assigned staff.
- Oversees and participates in staff training and development.
- Prepares and reviews performance appraisal and discusses with subordinates.
- Counsels employees regarding job performance and documents in accordance with established procedures.
- Recommends disciplinary action as needed.
- Requires regular and prompt attendance plus the ability to work well with others and work well as a team.
- May be required to work outside of normal business hours.
- Performs other related duties as assigned.

QUALIFICATIONS

Education and Experience:

Bachelor's degree in computer science or a related field and three (3) years of experience in programming, or an equivalent combination of education and experience. Supervisory experience preferred.

Licenses or Certifications:

- Must possess a valid State of Alabama driver's license and a driving record suitable for insurability.

Special Requirements:

None

Knowledge, Skills and Abilities:

- Knowledge of the principles of Information Technology and Telecommunication Technology.
- Knowledge of the principles of budgeting and budget management.
- Knowledge of the principles of management and supervision.
- Knowledge of computer hardware and software availability and capability.
- Knowledge of modern systems analysis principles and techniques.
- Ability to analyze problems with the computer and telecommunications systems and develop efficient and effective solutions.
- Ability to monitor computer system performance and achieve effectiveness and efficiency of operation.
- Ability to establish effective working relationships with other employees, vendors, elected officials, and the general public.
- Ability to organize and present technical information so that it is understandable to others.
- Ability to communicate orally and in writing.
- Ability to design computer systems and databases.
- Ability to write accurate and efficient computer programs.
- Ability to assign and review the work of subordinate staff.

PHYSICAL DEMANDS

The work is medium work which requires exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force to move objects. Additionally, the following additional physical abilities are required: balancing, climbing, crawling, crouching, feeling, manual dexterity, grasping, handling, hearing at normal speaking levels, hearing at a level to discriminate sounds, kneeling, lifting, mental acuity, pulling, pushing, reaching, repetitive motion, speaking, standing, stooping, walking, talking at a level to exchange ideas, talking to be heard above ambient noise, visual acuity at a level to view computer terminal, analyze data, and read extensively, visual acuity at a level to include color, depth perception and field vision, visual acuity at a level to determine accuracy and thoroughness of work assigned. Visual acuity at a level to operate motor vehicles with our without correction, and at a level of inspecting small parts.

WORKING CONDITIONS

Work is performed in a relatively safe, secure, and stable office environment. Work requires traveling between locations.

Marshall County has the right to revise this job description at any time. This description does not represent in any way a contract of employment.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions herein described. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in the job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in this job description.

Employee Signature

Date

Supervisor (or Personnel) Signature

Date

Marshall County commits to a policy of equal employment opportunity for applicants and employees, complying with local, state and federal laws. The County’s policy is to employ qualified persons without discrimination regarding race, creed, color, religion, age, sex, country of national origin, marital status, disability, sexual orientation, gender identity, genetic information, political affiliation, ethnicity, or status in any other group protected by federal/state/local law.