

# Medina County Job and Family Services

## Position Description

<b>Division:</b>	<b>Administration</b>
<b>Unit:</b>	<b>Business Services</b>
<b>Supervisor:</b>	<b>11100.0 Cheryl Scheck</b>

<b>Classification:</b> Management Info. Specialist 1	<b>Working Title:</b> Data Systems Coordinator
<b>Class Number:</b> 70111-Medina	<b>Position Control Number:</b> 11001.0
<b>Status:</b> Non-Bargaining	<b>Pay Range:</b> 28

### Summary of Essential Duties

Under the direction of the Business Administrator, the primary purpose of the Management Information Systems Specialist 1 position is to install and/or maintain, evaluate and update computer hardware and software for the agency, operate unit record and peripheral equipment, learn to develop elementary computer programs, assist in maintenance of existing programs, program testing and collection, analyzing and interpreting data to be used in computer programs. Additionally, the classification performs data processing and documentation tasks. The classification also trains, assists and advises agency employees on computer-related issues.

### Functions of the Position

1. Is familiar with and functions in accordance with the classification specifications and agency policies and procedures.
2. Presents self in a professional, ethical and culturally sensitive manner to co-workers, staff, other agency personnel and the public.
3. Returns phone calls and correspondence in a timely manner, adhering to agency policy and time frames.
4. Installs, maintains, evaluates and updates computer hardware and software for the agency.
5. Provides system administration of the CGI data imaging system.
6. Acts as Technical Point of Contact (TPOC) between Agency and ODJFS Data Services.
7. Maintains the Technology and Systems Support Policy (TSSP) and related agreements between the Agency and ODJFS.
8. Maintains data security.
9. Acts as liaison between Agency and public vendors regarding the maintenance and service of Agency copy machines, fax machines, telephones and any other electronic equipment.
10. Researches and recommends computer hardware and software.
11. Purchases agency computer hardware and software.
12. Develops elementary computer programs.
13. Assists in maintenance of existing programs, program testing, and collecting, analyzing and interpreting data to be used in computer programs.
14. Conducts and/or coordinates computer related staff training.

15. Provides necessary clerical support to Business Services Division and special Administrative projects.
16. Attends conferences, training and meetings as necessary.
17. Meets all job safety requirements and all applicable OSHA safety standards that pertain to job duties.
18. Performs other duties as assigned.

### **Knowledge, Skills and Abilities**

**Knowledge of:** Office practices and procedures; Computer operations (i.e., creating databases, generating graphs and charts, data entry); Data entry/word processing procedures; English grammar and composition; Inventory control; Office equipment; Statistical operations; Computer programming; Training and development practice; Data security systems; Data production; Telephone operations/information;

**Skill in:** Organization; word processing; Operation of computers and agency and state computer systems; Oral communication; ability to share information; Maintenance and repair of computer equipment; Performing computer operations; Data screening; Data security systems; Parallel computer runs; Public speaking; Operation and maintenance of small office equipment (i.e., photocopier, fax machine, typewriter); Writing; Intermediate mathematical operations;

**Ability to:** Perform a wide variety of interrelated or nonstandard procedural assignments; Resolve a wide range of problems; Extract information from various sources; Handle problems involving varied and unrelated processes and methods; Give or exchange facts and routine information; Answer routine questions/inquiries; Maintain accurate records; Statistically analyze data; Understand manuals and verbal instructions; Develop computer programs; Gather, collate and summarize data; Interpret technical material; Explain technical computer issues to others; Perform statistical operations; Use computers; Design or program systems; Modify existing systems; Screen data after processing to ensure accuracy; Proofread materials; Oversee parallel runs; Oversee conversion of data; Maintain controls to ensure proper sequence and completion of computer programs; Give or exchange facts or routine information; Train others; Speak before an audience; Prepare manuals; Update program documentation; Monitor system flow and file layouts; Update systems historical and procedural documentation; Resolve recurring, standard problems; monitor assigned Agency=s data security system; Review data production; Monitor reports to discover unauthorized attempts to access departmental data; perform a full range of standard clerical assignments; Sort material for filing; File material numerically, alphabetically, and/or chronologically; Operate photocopier

### **Qualifications**

A Bachelor=s degree or higher in computer science, information technology or similar field that include one course or six months experience in a recognized data system

or

A related Associate degree or higher, and One (1) year experience in practical data applications

or

Two (2) years experience in practical data applications and pursuing a related degree with a minimum of five (5) hours completed

**Additional Requirements**

- Must successfully undergo BCI background check
- Successfully complete an alcohol and drug screening
- Possess a valid Ohio Driver=s License
- Provide proof of eligibility to work in the United States

**Inherently hazardous or physically demanding working conditions:**

May handle common office chemicals (i.e., toner and correction fluid); may involve lifting up to 40 pounds (i.e., computer equipment, supplies).

Information Specialist P.C.N. 11001.0

<b>List Position Numbers and Class Titles of Positions directly supervised:</b>	<b>Signature of Agency Representative:</b>	<b>Date:</b>
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