

**INGHAM COUNTY
JOB DESCRIPTION**

DEPUTY DIRECTOR / MIS

General Summary:

Under the general supervision of the MIS Director/Jury Coordinator, the Deputy Director / MIS is responsible for implementing the objectives of the programming service function of the department including programming related activities on the enterprise hub, wide and local area network and micro computer. The Deputy Director / MIS is also responsible for the ongoing training and assistance for county users of software that resides on the enterprise hub, wide and local area network and micro computer. He/she assists with the daily operations of the MIS Department including scheduling and assigning Technicians and operations' personnel. Under direction from the MIS Director, confers with department heads on projects and computer needs.

Essential Functions:

An employee in this position may be called upon to do any or all of the following: (These examples do not include all of the tasks which the employee may be expected to perform.)

1. In conjunction with the MIS Director and the user groups or individual department, develop plans, project estimates, time tables, and cost benefit for the implementation of specific projects.
2. Oversee the development and implementation of approved projects--with emphasis on completing project on time and under budget.
3. Supervise the employees of the Programming Service function of the MIS Department.
4. Assist the MIS Director in the development of plans, budgets, equipment specifications for special projects and the overall departmental operations.
5. Oversee the technical support software services (help desk) available for the County users on the network.
6. Oversee the ongoing training related to software residing on the enterprise hub, wide and local area network and micro processor.
7. Oversee the creation, acquisition and implementation of appropriate software documentation for County users.
8. In conjunction with the MIS Director and the user groups and/or departmental official, coordinate and facilitate the use of new automated hardware and software throughout the County.
9. Attend user meetings, committee and vendor meetings to keep current on user concerns, needs and what is available in the marketplace.
10. Responsible for design, programming, security and maintenance of both the County Internet and Intranet web sites.
11. Assist the MIS Director with scheduling of staff in the day-to-day operations of the network and mainframe, along with programming staff.

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12. In the absence of the Director, serves as manager of department.
13. Performs related duties as required.

Other Functions:

14. None listed.

Employment Qualifications:

Education: Bachelor's degree in Business, Computer Sciences or related area required.

Experience: Must have five years of progressive work experience managing employees in a **TECHNICAL** area (i.e., managing programmers). Extensive knowledge of project management, programming languages and client/server services required.

Other Requirements:

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements (This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements):

With or without accommodations, will perform occasional lifting of computer equipment, microprocessor, terminals, etc. , up to 70lbs. Must be able to sit for long periods daily. Must be able to operate, run and read software. Requires the ability to perform keyboard functions. Must be able to verbally communicate in person and over the telephone. Visually reviews computer screens. Must be able to access public facilities and walk various terrains. Must be capable of managing multiple task schedules and reading, interpreting and analyzing complex tasks and projects. Operates general office equipment. Operates personal automobile for accessing County offices.

Working Conditions:

Works in office conditions.

November, 1999